

MICROSOFT ONENOTE

AVAILABLE IN OFFICE 365, 2016, 2013 & 2010



Getting Started with OneNote Using Stationery & Templates

- ▶ What is OneNote?
- ▶ Navigating the OneNote Interface
- ▶ Creating, Saving, Opening & Closing Notebooks
- ▶ Creating Pages, Sections & Groups
- ▶ Moving & Deleting Pages & Sections
- ▶ Working with Sub-pages
- ▶ Creating & using Templates
- ▶ Page Setup, Paper Size & Margins
- ▶ Page Background Options & Graphics

Creating & Formatting Notes

- ▶ Creating a Note on a Page
- ▶ Working with Unfilled Notes
- ▶ Copying & Pasting Note Text
- ▶ Formatting Text & Applying Styles
- ▶ Bulleted & Numbered Lists
- ▶ Spell Checking Note Text

Adding Content to Notes Pages

- ▶ Creating & Formatting Tables
- ▶ Adding Screen Clippings, Pictures, Video & Audio Files
- ▶ Recording Video & Audio Files
- ▶ Adding Time Stamps, Symbols & Math Equations
- ▶ Using the Pen to Write & Draw
- ▶ Converting Handwriting to Text
- ▶ Sending Information to OneNote

Automating & Sharing Notes

- ▶ Searching Notebooks
- ▶ Creating Hyperlinks
- ▶ Tagging Notes
- ▶ Inserting Outlook Meetings
- ▶ Sending Notes via E-mail
- ▶ Working with Outlook Tasks
- ▶ Creating Notes in PDF format
- ▶ Creating a Shared Notebook
- ▶ Inviting Others & Synchronising
- ▶ Previewing & Printing Notes

Research & Collaboration Tools

- ▶ Using the Research Pane
- ▶ Translating Text with the Mini Translator
- ▶ Author Indicators
- ▶ Highlighting New Content
- ▶ View Note History with Versioning

Customising the OneNote Environment

- ▶ Organising the User Interface
- ▶ Creating New Windows
- ▶ Customising Display & E-mail Options
- ▶ Protecting Passwords
- ▶ Backup Options

Course Duration: 1 Day

Price Per Delegate: £245
(Public Scheduled Course)

Price Per Course: £745
(On-Site at Customer Premises)

Suitable For:

Those already working with Microsoft Office applications such as Outlook and Word who need to take notes, record thoughts and work collaboratively with others on projects.

Learning Outcomes:

By the end of the course, delegates will be able to create and format notes, include a range of multimedia content and share note data with others.

Prerequisite Skills:

Delegates attending this course must be familiar with the mouse and keyboard and at least one other Microsoft Office application. They should be able to perform common commands in applications such as Save, Print and Close.