

**Course Description:**

This is an introductory course designed to teach students to create, edit, organize, and enhance notes using Microsoft® OneNote 2016. Students will also learn how to capture text, images, and video with OneNote to keep thoughts and ideas readily available.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities
3.5 hours (1/2 day)

Course Objectives: To learn to create, edit, and enhance notes using Microsoft® OneNote 2016

Upon successful completion of this course, students will be able to:

- Explore the Microsoft® OneNote 2016 interface and create a simple notebook.
- Create notes using OneNote 2016
- Organize content and search for information in a Microsoft® OneNote 2016 notebook
- Integrate information from other Microsoft® Office applications into OneNote 2016

Prerequisite: The student must have experience and familiarity with the Windows environment and the ability to launch and close programs, manage files and folders through Windows Explorer, and type with at least minor proficiency.

Course Outline

Explore the OneNote Interface

- Quick Access Toolbar
- Use Ribbons and Tabs

Creating A Notebook

- Enter Notes
- Working with Sections
- Working with Pages
- Working with Subpages

Basic Tasks in OneNote

- Opening and Closing Notebooks
- Working with Notes

Inserting Items

- Working with Date and Time
- Tagging Notes
- Work with Attachments
- Working with Images
- Working with Tables

Inserting Items (continued)

- Using Calculations
- Working with Links
- Using Search

Collaboration

- Password Protection
- Sharing you Notes
- Sharing Tools
- Changing Sharing Permissions

Integrating OneNote with Other Applications

- Customize the OneNote View
- Use Outlook with OneNote
- Use OneNote with Other Office Applications