Microsoft OneNote - Fundamentals

Course Aim

To effectively use Microsoft OneNote to research, capture, organise and share information.

Course Duration

Half day: 9:00am - 12:30pm or 1:00pm - 4:30pm

Inclusions

Each participant will receive a comprehensive course manual and exercise files.

What to Bring

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics

Getting to Know OneNote

- What Is OneNote
- OneNote Interface
- Setting OneNote as the Default App

Your First Notebook

- Understanding OneNote Files
- Creating a New Notebook
- Creating Pages, Subpages and Sections
- Creating Section Groups
- Using the OneNote Recycle Bin

Adding Content

- Copying and Pasting Content
- Inserting Pictures
- Extracting Text From a Picture
- Inserting Screen Clippings
- Attaching Files
- Audio and Video Files
- Linking to Other Pages and Web Page

Linked Notes

- Starting and Ending a Linked Notes Session
- Viewing Linked Notes
- Removing Note Links
- Disabling and Re-Enabling Linked Notes
- Using the Research Pane

Using Quick Notes

- Creating a Quick Note
- Keeping a Quick Note Visible
- Moving Quick Notes to Existing Notes

Formatting

- Bullets and Numbers
- Applying Styles to Text
- Adding Paragraph Spacing

Working With Tables

- Inserting a Table
- Adding Content to a Table
- Working with Rows and Columns
- Formatting a Table

Using the Drawing Tools

- Understanding Pen Mode
- Inserting Shapes
- Drawing With the Pen Tool
- Selecting Shapes
- Modifying Drawings
- Converting Ink to Text
- Creating a Favourite Pen

Tagging Notes

- Creating Custom Tags
- Modifying Tags
- Removing Tags From Notes
- Finding Tagged Notes

Searching Notebooks

- Searching the Current Page
- Using Quick Search
- Using the Search Results Task Pane
- Turning on Search and Text Recognition

Templates

- Creating a New Page Based on a Template
- Creating a Custom Template
- Setting a Default Template

Formatting Pages

- Specifying Paper Size
- Changing Print Margins
- Setting Page Colours and Rule Lines
- Adding a Background Picture

Printing and Exporting Notebooks

- The Print Dialog Box
- Printing From Print Preview
- Exporting OneNote Content