OneNote

Desktop versions and OneNote Office 365 App

Audience and Aims

In this course you will develop digital note-taking, note-collaboration, and note-synchronising skills with OneNote, which will allow you to create and update notes, manage lists and outlines, search, add content including voice memos, pictures, and video, take notes in online meetings, and interact with other applications.

Objectives

On completion of the course delegates will be able to:

- ✓ Explore the structure of a OneNote notebook.
- ✓ Add content to and organise a OneNote notebook.
- ✓ Manage OneNote notebooks, history, and backups.
- ✓ Work with Word, PowerPoint and Internet Explorer
- ✓ Work with Excel spreadsheets and embedded files.
- ✓ Share and collaborate with notebooks.
- ✓ Finalise a notebook.

Course Content

Overview of OneNote

- Understanding capabilities of OneNote
- OneNote User Interface
- Working with the Ribbon and Quick Access Toolbar
- Customising Ribbon and Quick Access Toolbar
- Understanding File Tab (Backstage View)
- OneNote Window to Dock to Desktop
- Getting Started with OneNote
- Getting Help

Collecting and Adding Content

- Creating and Configuring Notebooks
- Navigating Notebooks with the Navigation Pane
- Creating, moving, copying and deleting Sections, Group Sections
- Creating, moving, copying and deleting Pages and Sub Pages
- Entering Content Directly onto a Page
- Understanding Note Containers
- Understanding Paragraphs and paragraph icons
  - o Creating outlines and working with levels
  - o Numbering and Bullet Styles
- Instant Tables
- Simple calculations and equations
- Formatting Notes

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- Spellchecking Notes

Adding and Annotating Content

- Adding and Organizing Sections and Pages
- Creating Unfiled Notes
- Organising Unfiled Notes
- Copying Content to Notebooks
- Overview of attachments and links
  - Attaching Files
  - Linking Files
- Adding Screen Shots and Clippings
- Inserting and Editing Pictures
- Using OCR tools to search for text in PDF and image files
- Introducing Pen Mode
- Shapes and Drawing tools
- Converting Handwriting to text
- Working with Audio and Video
  - Recording audio and video
  - Replaying audio and video
  - Adding notes to audio and video transcriptions
- Working with Tags
  - Assigning Tags
  - Creating customised tags
  - Searching for tagged items
  - Creating Table of Contents based on Tagged items

Sharing and Collaboration

- Integrating OneNote with Word, Outlook Excel, PowerPoint and Internet
- Importing and Exporting OneNote content
- Updating and version control
- How to get the most from OneNote as a collaborative tool
- How best to use OneNote for collaborative project management
- Creating Notebooks on Shared Network drives
- Creating Notebooks in Office 365 / One Drive
- Creating Page Templates
- Notebook, Section and Page Templates
- Sharing notebooks
- Tracking changes to Notebook pages
- Assigning tasks through OneNote
- Password Sections of Notebooks
- Printing and Output
- Sharing OneNote files with non-OneNote users using Web App
- Saving and Converting Notebooks
- Backing Up Notebooks

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