Course Synopsis
Microsoft OneNote

Duration: 1 day

"Any sufficiently advanced technology is indistinguishable from magic." Arthur C Clarke

What this course will do for you:

OneNote is an electronic version of a paper notebook where you can write down notes, thoughts, ideas, scribbles, reminders, and all kinds of other information. Unlike the traditional document page format of other programs such as word-processing or spreadsheet programs, OneNote offers a free-form canvas where you can type, write, or draw notes in the form of text, graphics, and images wherever and however you want them.

If you need to share your notes and information, this course will show you how OneNote will let you gather information in electronic notebooks, where you can easily organise, search and share it.

To get the most out of this course:

You should be reasonably confident in general computer use.

What you will learn:

What is OneNote?
Launching OneNote and touring the interface
Opening, closing, and saving notebooks
Creating new notebooks
Creating, moving, and deleting sections and pages
Working with sub-pages
Creating a note on a page

Adding Content to Notes
Working with unfiled notes
Adding screen clippings and pictures
Adding audio and video files
Recording audio and video
Adding files

Formatting Notes
Using styles from the quick gallery
Using bullets and numbering

Viewing and Organizing Information
Organizing the user interface
Searching a notebook
Creating links to pages with wiki linking
Tagging notes
Working with sections
Using section groups

Interacting with Outlook
Inserting Outlook meetings
Sending page information by email
Working with Outlook tasks

Using Writing Tools
Working in Pen mode
Manipulating written notes and drawings
Converting handwriting to type

Using Stationery and Templates
Using templates
Saving as a template
Choosing a default template

Formatting Pages
Setting paper size and margins
Changing page background options
Adding a background graphic

Sharing Notebooks
Saving to other formats
Saving OneNote content to PDF or XPS
Creating a shared notebook
Inviting others and syncing notebooks

Collaborating on Notebooks
Knowing who wrote what with author indicators
Locating newly added content with highlighting
Seeing past versions quickly with versioning

Researching with OneNote
Automatically linking your notes to what you're viewing
Using the Research pane
Translating text with the Mini Translator