

Objective: Learn to use Microsoft OneNote to get organized. Learn about the OneNote screen and its views. Learn how and why to create notebooks and organize them with Sections, Pages, and Subpages. Learn how to add notes, pictures, file printouts, web content, hyperlinks, email messages and other content to a notebook. Learn to search notebooks and add tags. Learn about sharing notebooks with other users.

Module 1 – Getting Started in OneNote

- What is OneNote
- The OneNote Screen
- Customizing the Ribbon
- OneNote Views

Module 2 – Creating Notebooks

- Creating a Notebook
- Creating and Using Notebook Sections
- Adding Pages
- Adding Subpages
- Adding Pages Based on a Template
- Formatting Pages
- Inserting Pictures
- Printing a Page
- Saving Notebooks

Module 3 – Creating Notes

- Taking Notes
- Formatting Text Notes
- Working with Note Containers
- Using Side Notes
- Attaching Files
- Inserting File Printouts
- Sending Printouts to OneNote from Other Applications
- Inserting Screen Clippings
- Using Drawing Tools

Module 4 – Organizing Notebook Content

- Organizing Sections, Pages, & Notes
- Hyperlinks
- Note Tags
- Searching Notebooks
- Printing Notes

Module 5 – Using OneNote with Other Applications

- Dock to Desktop
- Using with Microsoft Word
- Using with Microsoft PowerPoint & Excel
- Using with Microsoft Outlook
- Sharing Notebooks
- Publishing OneNote Information to PDF
- OneNote and OCR