

MS OneNote 2016 Course Outline – Introduction level

Course Objectives

This introduction course is for anyone who wants to understand how to use MS OneNote. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will be able to organise and find Notebook information including customising the workspace, handle notebook files, sections and pages. You will be able to add notes, tables and graphics to pages as well as video and audio. Lastly you will learn how to collect and organise research information such as Office documents and quickly add notes and tags to make working with OneNote easy.

Estimated Course duration is 45 - 60 minutes. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Organise & Find Notebook Information

- Understanding OneNote
- Notebook Location
- Workspace
- Customising the Workspace
- Handling Notebook Files
- Notebook Structure
- Notebook Sections
- Notebook Pages
- Searching for Information
- Securing Notebook Information
- Save, Restore and Secure

Creating Notes

- Typing Notes
- Adding Tables to a Note
- Adding Graphics to a Note
- How to use Page Templates
- Page Templates
- Audio and Video Content
- Audio and Video Requirements
- How to Create Audio and Video Notes
- Manage Audio and Video Notes
- Using Outlines to Organise Notes
- Creating and Managing an Outline
- Exporting an Outline to MS Word

Collect & Organise Research Information

- Collecting Research Information
- Inserting a Scanned Document
- Office Documents
- Inserting Web Page Content
- Quick Notes
- Using Quick Notes
- Adding Screen Clippings
- Complete Using Note Tags
- Searching for Note Tags