

MS OneNote for Desktop and Windows 10 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. The lessons show the OneNote Desktop and OneNote for Windows 10 versions.

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. 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 2.5 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Getting Started

- Understanding OneNote
- Notebook location
- Notebook structure
- Notebook sections
- Notebook pages & subpages
- Help resources

Creating Notes

- Typing notes & lists
- Adding tables
- Adding graphical objects
- Formatting pages
- Page templates
- Linking & embedding files
- Creating audio & video notes
- Managing audio & video notes
- Calculations

OneNote Tools

- Customising the Quick Access Toolbar
- Using the Send to OneNote tool
- Quick notes
- Working with drawing tools
- Adding Screen Clippings
- Accessibility features

OneNote Management

- Handling Notebook Files
- Securing Notebook Information
- Collecting research information
- Using Outlines to organise notes
- Adding Tags
- Searching Notebooks
- Deleting OneNote elements
- Recycle bin
- OneNote backups
- Transferring notes to Microsoft Word
- Using OneNote with MS Outlook
- Using OneNote with MS Teams

Collaboration

- Exporting Notebooks
- Printing Notebooks
- Sharing Notebooks