

Microsoft OneNote Introduction Course Outline

Duration: 1/2 Day

Benefit: This course is designed for new users of OneNote who want to learn how to use OneNote to collect and organise information together in one place.

Objectives: On completion of this course, attendees will be able to use OneNote to collate and organise information into a Notebook of information pages. The course explores the methods used to input information into OneNote from a variety of sources such as email and the web. The course also looks at integrating OneNote with Outlook to share information and to remain organised using tasks.

Pre-requisites: Attendees do not need any previous experience of OneNote but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

● **What is OneNote?**

● **The OneNote Screen/Environment**

Notebooks, Sections, Pages and Subpages

● **Create a Notebook**

Create, Reorder and Rename Sections

Insert Pages/Subpages

Format page (Colour, Rule Lines, Page Size)

Page templates

● **Creating Note Page Content**

Enter Text

Separate or Merge Text

Bulleted lists

Insert Quick Tables

Insert Pictures

● **Useful OneNote Tools**

Screenshots

Add Tags to identify items

To-Do List Tick boxes

Calculations

● **Organise Notes**

Reorder Notes within/across sections

Search Notes

Print Notes

Hyperlinks to Notes

● **Using OneNote with Other Applications**

Screenshot Shortcut

Side Notes

Send Webpages/Web Selection to OneNote

● **Outlook Integration**

Flag notes for follow-up

Send emails to OneNote

Send a note as an email