

Microsoft OneNote Introduction – Sample Course Outline

Duration: Half a day

OneNote is Microsoft's notebook tool. This course is for you if you want to keep written, audio and video notes and lists. Your notes can be linked to documents and sent via Outlook.

What will be covered?

- ✓ Creating notebooks with sections and pages
- ✓ Adding content of different types
- ✓ Organising notes
- ✓ Working with notes in Outlook
- ✓ Sharing notes

Features covered

Getting started with OneNote

- Starting a new notebook
- Organising a notebook with sections
- Working with pages and subpages

Adding content

- Adding screen clippings
- Adding images and drawn objects
- Recording and adding audio and video notes
- Dictating a text note
- Adding files to a page
- Adding meetings from Outlook

Finding and organising content

- Linking notes to Outlook tasks
- Tagging notes
- Searching a notebook
- Saving time with page templates

Sharing and collaboration

- Making your notebook accessible to colleagues
- Sending a page via email
- Sending emails to OneNote
- Saving notebooks to OneDrive
- Adding a password