



Target Audience & Purpose

OneNote is for people that want the flexibility to capture, organise, find and use information. You can collect, save and protect your information in one place.

Objectives

By the end of the course participants should be able to:

- Start OneNote, and open, navigate and create notebooks
- Work with sections and pages
- Create Quick Notes
- Work with note containers
- Use the draw tools to create diagrams

- Create and work with tags
- Use the search features
- Create and work with templates
- Print and export notebooks
- Work with OneNote security features
- Create and work with shared notebooks

Prerequisites

Participants should already:

- Be competent in using a mouse & keyboard
- Have an understanding of Windows

Getting to Know OneNote 2013

What is OneNote, What can you do with OneNote, Starting OneNote from the Desktop, The OneNote 2013 Screen, Understanding Backstage View, Opening a Notebook, Showing and Collapsing the Ribbon, Using the Ribbon, Navigating with the Notebooks Pane, Working with the Notebooks Pane, Understanding OneNote Views, Changing the View, Closing a Notebook, Exiting OneNote

Your First Notebook

Understanding OneNote Files, Creating a New Notebook, Typing a Note, Creating Pages, Creating Subpages, Creating Sections, Creating Section Groups

Sections and Pages

Renaming Sections and Pages, Working with Page Groups, Moving, Copying and Deleting Sections and Pages, Inserting Space on a Page, Using the OneNote Recycle Bin, Deleting Unwanted Notebooks

Adding Content

Working with Linked Notes

Understanding Linked Notes, Starting and Ending a Linked Notes Session, Starting Linked Notes from Word, PowerPoint or Internet Explorer, Viewing, Removing, Disabling and Re-Enabling Linked Notes, Using the Research Pane

Using Quick Notes

Understanding Quick Notes, Creating a Quick Note, Keeping a Quick Note Visible, Reviewing your Quick Notes, Moving Quick Notes to Existing Notes

Formatting Notes

Formatting Text, Using Bulleted and Numbered Lists, Checking the Spelling, Applying Styles, Adding Paragraph Spacing

Working with OneNote Containers

Resizing a Note Container, Merging the Contents of Note Containers, Moving a Note Container

Outlining

Creating an Outline, Selecting in an Outline, Collapsing and Expanding Details, Moving Content in an Outline

Working with Tables

Inserting a Table, Adding Content to a Table, Selecting Content in a Table, Inserting and Deleting Rows and Columns, Formatting a Table

Using the Drawing Tools

Understanding Pen Mode, Inserting Shapes, Drawing with the Pen Tool, Selecting Shapes, Modifying Drawings, Converting Ink to Text, Creating a Favourite Pen

Tagging Notes

Tagging Content, Creating a Custom Tag, Modifying Tags, Removing Tags from Notes, Finding Tagged Notes

Searching Notebooks

Searching the Current Page, Using Quick Search, Using the Search Results Task Pane, Turning on Search and Text Recognition

Templates

Understanding OneNote Templates, Creating a New Page based on a Template, Creating a Custom Template, Setting a Default Template, Deleting a Custom Template

Formatting Pages

Specifying Paper Size, Changing Print Margins, Setting Page Colours and Rule Lines, Adding a Background Picture

Printing and Exporting Notebooks

Understanding and Printing with the Print Dialog Box, Printing from Print Preview, Exporting OneNote Content as a Word, PDF, XPS or a Web Page, Sending Pages in Different Formats

Security Features

Locking a Section with a Password, Locking all Protected Sections, Unlocking a Protected Section, Removing a Password, Setting Password Protection Options, Setting Backup Options

Sharing Notebooks

Sharing Notebooks on OneDrive, Creating a New Shared Notebook, Sharing an Existing Notebook, Inviting Others to Share your Notebook, Opening a Shared Notebook, Viewing New or Changed Content, Searching Shared Notebooks by Author, Viewing Page Versions, Synchronising a Shared Notebook, Changing Permissions and Removing Users, Using Sharing Links, Accessing Shared Notebooks on the Web

Integrating with Outlook

Emailing OneNote Pages, Sending Email Messages to OneNote, Inserting an Outlook Meeting into a Note, Creating an Outlook Task from a Note, Sharing a Meeting with Others