NORTHWEST
computer learning center
The Professional's Choice since 1983 • Locally Owned & Operated

Microsoft OneNote
Course Outline
1-Day   9:00 am – 4:00 pm

Objective: Learn to use the Microsoft OneNote Desktop App to get organized. Learn about the OneNote screen and its views. Learn how and why to create notebooks and organize them with Sections, Section Groups, Pages, and Subpages. Learn how to add notes, pictures, file printouts, web content, hyperlinks, email messages and other content to a notebook. Learn to search notebooks and add tags. Learn about sharing notebooks with other users.

Module 1 – Getting Started in OneNote
- What is OneNote
  - Uses for the Application
- The OneNote Screen
  - Ribbon & Quick Access Toolbar
  - The Notebook Pane
  - The Pages Pane
- OneNote Views
  - Zooming
  - Normal View
  - Full Page View

Module 2 – Creating Notebooks
- Creating a Notebook
  - Creating a Local Notebook
  - Creating a Notebook on OneDrive
- Notebook Sections
  - Creating and Using
  - Naming
  - Changing the Section Color
- Pages
  - Adding Blank Pages
  - Naming Pages
  - Adding Subpages
  - Adding Pages Based on a Template
  - Creating a Page Template
- Formatting Pages
  - Changing Page Color
  - Adding a Picture to the Page Background
- Printing a Page
- Saving Notebooks
- Exporting Notebooks to other Formats

Module 3 – Creating Notes and Page Content
- Typing Notes
- Formatting Text Notes
  - Character & Paragraph Formatting
  - Styles
  - Using the Format Painter
- Working with Note Containers
- Using Quick Notes
- Capturing Screen Clippings
  - Outside of OneNote
  - From Within One Note
- Using Drawing Tools
  - Creating Ink Notes
  - Converting Ink Notes to Text
  - Drawing Shapes
- Audio & Video
  - Recording Audio
  - Recording Video
  - Inserting Online Videos
  - Playing Inserted Audio & Video
  - Configuring Audio & Video Settings

Module 4 – Organizing Notebook Content
- Organizing Sections, Pages, & Notes
- Creating Links to OneNote Objects, the Web, and Files
- Attaching Files to OneNote Pages
- File Printouts
  - Inserting into OneNote
  - Sending Printouts to OneNote
- Inserting New & Existing Excel Workbooks
- Sending Printouts to OneNote from Other Applications
- Tagging Notes & Creating Custom Tags
- Searching Notebooks for Content & Tags
- OneNote and OCR

Module 5 – Using OneNote with Other Applications
- Creating Linked Notes with Word or PowerPoint
- Sending Tasks to Outlook
- Adding Outlook Meeting Details
- Sharing Notebooks
- Using the History Tab in Shared Notebooks
- The OneNote Recycle Bin
- Publishing OneNote Information to PDF