



Microsoft OneNote 2013 - Introduction

One-Day Course

Windows

Course Overview:

Use Microsoft OneNote to create, organize, and share notes and information with others. OneNote also allows you to format content to suit your needs. In this course, you will use Microsoft Office OneNote to create and manage several types of notes. You will also learn to manipulate, find and share information using OneNote, as well as to integrate content with other applications

Course Content:

- Getting started with OneNote
- The OneNote Notification icon
- Using OneNote help
- Creating basic notes and advanced notes
- Working with the writing tools
- Creating tables
- Creating items for Microsoft Outlook
- Using the Editing and Language tools
- Working with notes as Objects
- All about Notebooks: organizing, printing and viewing Notebooks
- Using the OneNote templates
- Sharing Notebooks
- Setting options for OneNote
- Using OneNote in a live sharing session