

Course Overview:

Use Microsoft OneNote 2016/19 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 2016/19
- Learning about the Benefits of Using OneNote
- Creating Many Notebooks
- Navigating to Different Notebooks
- Automatically Saving in OneNote
- Adding Sections and Pages
- Deleting a Section or Page
- Moving or Copying a Section or Page
- Renaming a Section or Page
- Selecting Multiple Containers or Objects
- Creating Text Notes
- Moving Text Notes on a Page
- Merging Text Notes
- Inserting a Table
- Working with Images
- Creating an Audio Note
- Emailing a New Note to OneNote
- Creating a Handwritten Note or Sketch
- Deleting a Hand Drawn Character or Shape
- Inserting Images
- Working with Images
- Inserting a PDF
- Inserting Screen Shots
- Creating Hyperlinks
- Sending a webpage to OneNote
- Adding Tags
- Using the Spell Check, Research and Thesaurus
- Attaching a File (Word, Excel, PowerPoint)
- Attaching an Outlook Message
- Inserting an existing Excel file and Linking to Original File
- Searching in OneNote (Text, Tags, Audio Notes)
- Sharing a Notebook with Coworkers or Family Members
- Turning Synchronization Off and Back On
- Adjusting Synchronization Settings
- Restoring Deleted Sections
- Editing and Reading Shared Notebooks
- Using the OneNote keyboard shortcuts