Microsoft OneNote

Microsoft OneNote is a digital notebook that automatically saves and syncs your notes as you work. Learn how to use OneNote and all the useful options this program has to offer. During this course you will also learn how to share your notebooks and how to collaborate with others!

Course duration

The duration of this course is six hours, completed in one day.

Audience and prerequisites

Prerequisites for this course are knowledge of the Windows operating system.

Summary

The basic

- Introduction of OneNote
- Create a notebook
- Create sections and section groups
- Insert pages, and subpages
- Create Links in OneNote
- Insert, File Printout

Tips and tricks

- Save automatically
- Place tags
- Search and search tags
- Take notes faster
- Using templates

- o Docking
- o Page versions
- o Working with Quick notes

OneNote and images

- o Insert images into your notes

Printscreen

- o Screenshots in OneNote

Drawing and audio

- o Drawing and sketch notes
- o How to use audio in OneNote

Protect your notes

- o How to protect and encrypt your notes
- o Unlock a password-protected section
- o How to change the password of a section
- o Options for password settings

Marking

- o Highlighting
- o How to turn off highlighting in OneNote
- o Tags in OneNote

Sharing and working together

- o Sharing with Outlook
- o Shortcuts in OneNote
- o Share a OneNote with other people