

Microsoft OneNote for Windows 10

Length: 1 Day

Summary: In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® OneNote® for Windows® 10 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others.

Course Objectives: In this course, you will develop digital note-taking skills by creating, modifying, and managing OneNote notebooks.

You will:

- Navigate and customize the OneNote for Windows 10 environment.
- Add and format text, images, tables, and drawing objects in a notebook.
- Use tags, organize notebooks, and search notebook content.
- Send and share notebook content.
- Configure password protection and restore deleted notebook content.

Target Student: This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office and want to incorporate digital note-taking and note collaboration by using OneNote for Windows 10. In addition to creating and modifying OneNote notebooks, this course will introduce you to inserting images and files into notebooks, managing notebooks, and sharing content.

Prerequisites: To ensure your success in this course, you should have Windows end-user skills that include starting and closing applications, navigating basic file structures, and managing files and folders. Previous experience with OneNote is not required; however, having a basic understanding of the Microsoft Office productivity suite would be beneficial. To meet these prerequisites, you can take any one or more of the following Logical Operations courses or any similar course in general Microsoft Windows skills, or possess the equivalent skill level:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10 Transition from Windows® 7*

COURSE CONTENT

Lesson 1: Getting Started with OneNote

Topic A: Navigate the OneNote for Windows 10 Environment

Topic B: Customize the OneNote User Interface

Lesson 2: Adding and Formatting Notebook Content

Topic A: Apply Formatting to Notebook Content

Topic B: Insert Files

Topic C: Insert Tables

Topic D: Use Drawing Tools

Lesson 3: Organizing and Searching Notebooks

Topic A: Use Tags

Topic B: Organize and Search Notebooks

Lesson 4: Sending and Sharing OneNote Content

Topic A: Share OneNote Content

Topic B: Share OneNote Content Using OneDrive

Lesson 5: Managing Notebook Content

Topic A: Configure Password Protection

Topic B: Restore Notebook Content

**Appendix A: Microsoft® OneNote® for Windows®
10 Common Keyboard Shortcuts**