

OneNote 2016 Introduction

Length: 1 Day

Summary: In this class, you will learn from a combination of quick tips and detailed instruction on using OneNote as an effective organization tool. And, to make quick work of working with OneNote, you'll learn about working smarter, not harder by using popular OneNote features including working with a graphics tablet, taking screen clippings, creating hyperlinks and using the built-in calculator.

COURSE CONTENT

1: ONENOTE INTRODUCTION

- What is OneNote?
- Examples of OneNote Notebooks
- Types of Notes in OneNote
- The OneNote Window
- About Notebooks, Sections, and Pages

2: WORKING WITH NOTEBOOKS

- Personal and Work Notebooks
- Creating a New Notebook
- Customizing Notebook Properties

3: WORKING WITH TEXT-BASED NOTES

- Creating Text Notes
- Editing and Moving Notes
- Font and Paragraph Formatting for Notes
- Adding a Date Stamp to Notes
- Using the Find Feature

4: WORKING WITH SECTIONS AND NOTE PAGES

- Screen Clipping
- Importing Pictures
- Copying Text in an Image

5. WORKING WITH SECTIONS AND NOTE PAGES

- Creating and Deleting Sections
- Renaming and Organizing Sections
- Creating and Deleting Note Pages
- Renaming and Organizing Note Pages
- Working with Page Setup

6: ONENOTE AND THE TABLET

- Using OneNote with a Tablet
- Using the Writing Tools Toolbar
- Choosing a Pen and Eraser
- Selecting Text with the Pen
- Pen Modes
- Writing Guides and Ink Groups
- Text Conversion

7: USING ONENOTE FLAGS AND TAGS

- Using OneNote Flags
- About OneNote Tags
- Applying OneNote Tags
- Using the Tags Toolbar
- Customizing OneNote Tags
- Summarizing OneNote Tags

8: PRINTING

- Using Print Preview
- Page Setup
- Printing Pages, Section, and Notebooks

9: SEARCHING

- Quick Search
- Full Text Index Search
- Ink Search
- Search Results Pane