Office 365 Apps – Introduction to OneNote

Duration: 9:30-1:00 or 10:00-1:30 (20 minute tea break)   or   10:00-2:00 (40 min lunch break)

Overview: This course is for people who are new to OneNote who would like to learn how to create and use the OneNote digital notebook.

Content: This course covers getting started in OneNote including the save location of notebooks. Learn how to capture different information types into one digital notebook, how to organise your content into sections and pages, sharing and collaborating, and where needed take a look at the different versions of OneNote you may use (2016, O365, phone application).

Candidate level: New users or those wanting to become more confident in the use of OneNote, delegates should already be familiar with Office and Outlook and be able to use a web-browser.

Course Content*

Get Started
What is OneNote?
Open the Online OneNote App
Navigate the OneNote environment

Create Notebooks
Create a Notebook
Open, close, switch notebooks
Alter screen navigation

Sections and Pages
Add new sections and pages
Name sections / pages
Promote/demote pages
Re-order and organise sections and pages
Select section colour

Add Content
Add page content including:
- **Text:**   work with the text containers
- **Files:**   incorporate into OneNote
- **Tables:** quickly add items in a table
- **Other:**   add audio recording
           internet content
           pictures into OneNote
           emails
           drawing

Categorise using Tags
Search your OneNote

Using the OneNote 2016 Desktop App
Advantages/disadvantages and limitations
Useful features

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*   The outline provides guidance on the topics to be covered on the course.
       Course content may vary according to the requirements and abilities of the members of the group.