



# MICROSOFT ONENOTE - COMPREHENSIVE

½ DAY

Microsoft® OneNote has many features that can improve time management skills, including task lists and scheduling with Microsoft® Outlook®. OneNote also makes it easier to comprehend information by allowing for audio recording and even searching the audio recording for specific spoken words or phrases. Research can be accomplished on the web and links are maintained so you know where you found the information. These are just a few of the note-taking organization features that will be covered in this course.

## COURSE CONTENT

### EXPLORING NOTEBOOK STRUCTURE

- Navigate the OneNote Environment
- Use Predesigned Templates for OneNote Notebooks
- Customize the User Interface within OneNote

### ADDING CONTENT AND FORMATS TO A ONENOTE NOTEBOOK

- Modify Formatting in a Notebook
- Add Audio and Video to a Notebook
- Add Quick Notes and Links
- Use Tags, Symbols, Drawing Tools, and Pen Options

### MANAGING ONENOTE NOTEBOOKS, HISTORY, AND BACKUPS

- Save and Export Content and use Alternate File Types
- Manage Notebook Recycle Bins and Backups

### WORKING WITH EXCEL SPREADSHEETS AND EMBEDDED FILES

- Work with Excel Spreadsheets
- Work with Embedded Files

### SHARING AND COLLABORATING WITH NOTEBOOKS

- Send a Notebook and use Outlook Integration
- Share and collaborate on Notebooks

### FINALIZING A NOTEBOOK

- Finalize a Notebook using Proofing and Print Settings
- Configure Notebook Settings, Properties, and Security • Organize and Search Notebooks