



# Microsoft OneNote 2016



# Topics Covered:

## Getting to Know OneNote 2016

- What Is OneNote
- What Can You Do With OneNote
- Setting OneNote 2016 as the Default App
- Starting OneNote in Windows 10
- Signing in to OneNote 2016
- The OneNote Screen
- Understanding Backstage View
- Opening a Notebook
- Showing and Collapsing the Ribbon
- Using the Ribbon
- Navigating With the Notebooks Pane
- Working With the Notebooks Pane
- Understanding OneNote Views
- Changing the View
- Closing a Notebook
- Exiting OneNote

## Your First Notebook

- Understanding OneNote Files
- Creating a New Notebook
- Typing a Note
- Creating Pages
- Creating Subpages
- Creating Sections
- Creating Section Groups

## Sections and Pages

- Renaming Sections and Pages
- Working With Page Groups
- Moving Sections and Pages
- Copying Sections and Pages
- Inserting Space on a Page
- Deleting Sections and Pages
- Using the OneNote Recycle Bin
- Deleting Unwanted Notebooks

## Adding Content

- Copying and Pasting Content
- Inserting Pictures
- Extracting Text From a Picture
- Inserting Screen Clippings Into the Current Page
- Inserting Screen Clippings With Send to OneNote
- Attaching Files
- Understanding Audio and Video Files
- Linking to Other Pages
- Linking to a Web Page
- Sending Web Notes to OneNote
- Adding OneNote Web Clipper
- Using OneNote Web Clipper

## Working With Linked Notes

- Understanding Linked Notes
- Starting a Linked Notes Session
- Ending a Linked Notes Session
- Starting Linked Notes From Word or PowerPoint
- Viewing Linked Notes
- Removing Note Links
- Disabling and Re-Enabling Linked Notes
- Using the Research Pane

## Using Quick Notes

- Understanding Quick Notes
- Creating a Quick Note
- Keeping a Quick Note Visible
- Reviewing Your Quick Notes
- Moving Quick Notes to Existing Notes

## Formatting Notes

- Formatting Text
- Using Bulleted and Numbered Lists
- Checking the Spelling
- Applying Styles to Text
- Adding Paragraph Spacing

## Working With Note Containers

- Resizing a Note Container
- Merging the Contents of Note Containers
- Moving a Note Container

## Outlining

- Creating an Outline
- Selecting Levels in an Outline
- Collapsing and Expanding Details
- Moving Content in an Outline

## Working With Tables

- Inserting a Table
- Adding Content to a Table
- Selecting Content in a Table
- Inserting Rows and Columns
- Deleting Rows and Columns
- Formatting a Table

## Using the Drawing Tools

- Understanding Pen Mode
- Inserting Shapes
- Drawing With the Pen Tool
- Selecting Shapes
- Modifying Drawings
- Converting Ink to Text
- Creating a Favourite Pen

## Tagging Notes

- Tagging Content
- Creating Custom Tags
- Modifying Tags
- Removing Tags From Notes
- Finding Tagged Notes

## Searching Notebooks

- Searching the Current Page
- Using Quick Search
- Using the Search Results Task Pane
- Turning on Search and Text Recognition

## Templates

- Understanding OneNote Templates
- Creating a New Page Based on a Template
- Creating a Custom Template
- Setting a Default Template
- Deleting a Custom Template

## Formatting Pages

- Specifying Paper Size
- Changing Print Margins
- Setting Page Colours and Rule Lines
- Adding a Background Picture

## Printing and Exporting Notebooks

- Understanding the Print Dialog Box
- Printing With the Print Dialog Box
- Printing From Print Preview
- Exporting OneNote Content
- Exporting Content as a Word File
- Exporting Content as a PDF or XPS File
- Exporting Content as a Web Page
- Sending Pages in Different Formats

## Security Features

- Locking a Section With a Password
- Locking All Protected Sections
- Unlocking a Protected Section
- Removing a Password
- Setting Password Protection Options
- Setting Backup Options

## Sharing Notebooks

- Understanding Sharing Notebooks on OneDrive
- Creating a New Shared Notebook
- Sharing an Existing Notebook
- Inviting Others to Share Your Notebook
- Opening a Shared Notebook
- Viewing New or Changed Content
- Searching Shared Notebooks by Author
- Viewing Page Versions
- Synchronising a Shared Notebook
- Changing Permissions and Removing Users
- Using Sharing Links
- Accessing Shared Notebooks on the Web

## Integrating With Outlook

- Emailing OneNote Pages
- Sending Email Messages to OneNote
- Inserting an Outlook Meeting Into a Note
- Creating an Outlook Task From a Note
- Sharing a Meeting With Others

# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

## Delivery Modes:

- On-Site
- Customised Courses



Tel: (07) 3325 3267  
Fax: (07) 3264 4488  
Post: PO Box 731  
Albany Creek QLD 4053

Email: [info@envisagetraining.com.au](mailto:info@envisagetraining.com.au)  
Web: [www.envisagetraining.com.au](http://www.envisagetraining.com.au)

Last Updated: March 2017  
MSON

## Duration:

1 Full Day

## Who should attend:

The skills acquired by attending this workshop will enable participants to effectively use Microsoft OneNote 2016 to research, capture, organise and share information.

## Course Pre-requisites:

This workshop assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Excel Introduction
- Microsoft Word Introduction
- Microsoft Office

