

OneNote

Level 1

Objectives:

Explore Microsoft OneNote interface and create a simple notebook
Create notes using Microsoft OneNote
Organize content and search for information in a Microsoft OneNote notebook
Integrate OneNote with other applications
Use OneNote to share notes with other people

Course Content:

Lesson 1: Getting Started with OneNote

- 1A: Explore the OneNote interface
- 1B: Create a notebook
- 1C: Customize the OneNote interface

Lesson 2: Creating Notes

- 2A: Enter a notes
- 2B: Create template based notes
- 2C: Format notes
- 2D: Draw shapes
- 2E: Embed content

Lesson 3: Organizing and Working with OneNote

- 3A: Organize notes
- 3B: Add tags
- 3C: Search notes
- 3D: Save and print notes

Lesson 4: Integrating OneNote with Other Applications

- 4A: Customize the OneNote view
- 4B: Use Outlook with OneNote
- 4C: Use OneNote with other Office applications

Lesson 5: Collaborating and Working with Notes

- 5A: Share notebooks on a network location
- 5B: Work with shared notebooks

Appendix A: Using OneNote on Mobile Devices