

COURSE OUTLINE

Course Code: EU-ONENOTE365

Microsoft 365 OneNote



| DURATION | SKILL LEVEL | DELIVERY METHOD | TRAINING CREDITS | TECHNOLOGY |
|----------|-------------|-----------------|------------------|------------|
| 1 Day | Entry | VILT/ILT | N/A | Entry |

Course Overview

OneNote is Microsoft’s note-taking and organizational application. This version of OneNote offers the same easy note-taking experience as other versions, with a refreshed look and feel. By the end of this course, users should be comfortable creating a new OneNote notebook, customizing the interface, entering information into OneNote from a variety of sources, and using OneNote’s collaboration tools.

Topics

Getting to Know 365 OneNote

This session teaches users how notebooks are structured, as well as how to interact with OneNote’s working environment. Students will learn how to create a notebook; and how to add section groups, sections, and pages to it; how to share notebooks with

others; and how to access OneNote through mobile devices and online versions.

Adding Content to a Notebook

This lesson shows students how to add different types of content to a notebook. They will learn how to enhance notebooks with images, tables, audio, and

video, as well as how to format notebook content in different ways.

Using Advanced Tools

During this lesson, adding different types of content to a notebook is covered, including quick notes, different types of links, symbols, equations, and drawing tools. Students will also learn how to use tags to organize and find content.

Managing Files

Next, students will learn how to add different types of files to a notebook using both the attach and printout features. How to save and export content, and how to use history and backup features is also discussed.

Finalizing a Notebook

Review and research tools, including the spell checker, thesaurus, Smart Lookup, Accessibility Checker, and translator are discussed in this lesson, along with how to search notebooks and print notes.

Sharing Notebooks and Customizing OneNote

This 365 OneNote course wraps up with a look at the different sharing and collaboration tools that come included with 365 OneNote. Also covered are: how to send notes to yourself, emailing individual OneNote pages to others, and using the various services with which OneNote can integrate. The lesson concludes with using the OneNote Options dialog box and other tools to customize the ribbon and Quick Access toolbar.