



## Course Description and Outline

### ***Microsoft OneNote 365 Essentials***

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**Days:** Half-day (3 hrs.)

**Prerequisites:** Basic understanding of MS Office suite

**Course Description:** In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® Office OneNote® provides a way for you to efficiently create and collect your notes in an electronic notebook. This half-day course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office.

#### **Course Outline:**

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##### **Unit 1: Getting Started with OneNote (Desktop version)**

- Navigate the OneNote Environment
- Add sections, pages, and section groups
- Use Templates

##### **Unit 2: Adding and Formatting Notebook Content**

- Apply Formatting to Notebook Content
- Insert Images and Audio into a Notebook
- Add Quick Notes and Links

##### **Unit 3: Embedding and Attaching Files**

- Embed Excel Spreadsheets
- Attach Other File Types

##### **Unit 4: Organizing and Searching Notebooks**

- Use Tags
- Organize and Search Notebooks

##### **Unit 5: Finalizing a Notebook**

- Proof and Share a Notebook

##### **Unit 6: Managing Notebook Files**

- Export Content from OneNote Notebooks

##### **Unit 7: Sending and Sharing OneNote Content**

- Send OneNote Content in Other Formats
- Share OneNote Content by Using OneDrive and SharePoint