

## Microsoft OneNote

**Duration:** ½ day

### Course Aims

This course focuses on enabling OneNote users to be able to create a structured notebook - allowing people to take and share notes electronically from content from varied sources. Attendees will gain a solid working appreciation of why OneNote is ideal for taking meeting notes, record research and to keep to-do items and lists.

### Course Content

- Create a notebook with different group sections, sections, pages and sub pages
- Insert typed and handwritten text onto a page
- Format text
- Work with pictures, tables, calculations, drawing tools
- Use tags and find tags
- Search pages, sections and notebooks
- Create template pages
- Change page size, colour and add lines or a grid
- Do calculations
- Insert meeting details
- Email a page to someone
- Create hyperlinks
- Attach files and use file printout
- Insert audio and video files
- Share a notebook
- Protect information