

# Microsoft OneNote for End User

**Duration: 8 Hours (1 Day)**

## Overview

The Microsoft OneNote for End User course is a comprehensive OneNote training designed to equip learners with the skills and knowledge to effectively use OneNote, Microsoft's versatile note-taking and organization tool. This OneNote training course covers everything from basic features to advanced functionalities. Through various modules, participants will learn about Different OneNote versions, Keyboard shortcuts, and how to customize their workspace for optimal efficiency. They'll also gain hands-on experience with Creating notebooks, Adding and formatting content, Organizing notes, Integrating with Outlook, and Sharing notebooks with others. By the end of the course, users will be able to seamlessly incorporate OneNote into their daily workflow, enhancing productivity and collaboration. Whether for personal use or professional organization, this training offers valuable insights into maximizing the potential of OneNote.

## Audience Profile

The Microsoft OneNote for End User course is designed for individuals looking to master OneNote's organizational and note-taking capabilities.

- Target audience for the Microsoft OneNote for End User course:
- Administrative Assistants and Secretaries
- Project Managers and Team Leaders
- Researchers and Academicians
- Students and Educators
- Business Professionals
- Content Managers and Editors
- IT Professionals
- Marketing and Sales Executives
- Legal Professionals
- Human Resource Specialists
- Anyone who manages information and notes on a daily basis

## Course Syllabus

### Module 1: Introduction to One Note

- One Note Versions
- Keyboard Shortcuts
- Customizing the Quick Access Toolbar
- Using Touch Mode

### Module 2: Getting Started with One Note

- Touring the Interface
- Creating a One Note Notebook
- Changing Notebook properties and closing

- Deleting a Notebook stored in One Drive
- Creating and managing a locally stored Notebook
- Creating, Moving and Deleting Sections
- Creating section groups
- Working with Pages and Subpages

## **Module 3: Adding Content**

- Creating a Note on a page
- Sending content to One Note
- Using the One Note clipper
- Using the screen clipper
- Adding pictures and online pictures
- Embedding online video
- Adding files
- Recording audio and video
- Inserting links
- Inserting equations and symbols
- Copying and pasting content

## **Module 4: Formatting Notes**

- Formatting text
- Using the format painter
- Using styles
- Organize content with a table
- Creating a Todo list
- Checking spelling

## **Module 5: Organizing Content**

- Searching a Notebook
- Tagging Notes
- Organizing the interface
- Linking Notes

## **Module 6: Formatting Pages**

- Page setup options
- Changing the page colour and background
- Customizing fonts, themes and the interface
- Setting paper size
- Formatting pages for Windows 10

## **Module 7: Working with Templates**

- Applying a One Note Template to a Page
- Creating your own Template

## **Module 8: Using Drawing Tools**

- Working in Pen Mode

- Drawing Shapes with Touch
- Converting handwriting to typed text

## **Module 9: Interacting with Outlook**

- Working with Outlook tasks
- Outlook meeting and meeting notes
- Sending page information by email

## **Module 10: Sharing a Notebook**

- Saving to OneDrive
- Inviting others to a Notebook
- Converting Notebooks to other formats
- Exporting OneNote content
- Synching notebooks