



Microsoft OneNote

Format: 2 Hour Virtual Session: Max Capacity 4

Learn to share your notes and information – this course will show you how OneNote will let you gather information in electronic notebooks, where you can easily organise, search and share it.

Session Topics

What is OneNote

- Launching OneNote and touring the interface
- What is OneNote?
- How is OneNote Organized?

Basic Features

- Create a Notebook
- Personal Notebook
- Shared Notebook
- Saving a Notebook

Organize Your Notebook

- Add Sections
- Add Pages
- Move Sections
- Move Pages/Copy pages to other sections
- Quick Notes

Content

- Add Text
- Add Pictures/Screen Clippings
- Add Links

- Add Tables/Excel spreadsheets
- Add Tags/Custom Tags
- Search Tags
- Sharing Notebooks

Interacting with Outlook

- Send to Email
- Create Tasks
- Create Linked Notes
- Creating meeting notes from Outlook calendar