



## Microsoft One Note

Format: Half day:  
Max Capacity 6

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.

### Course Content

#### 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

#### Taking Notes

- Add Text
- Add Pictures/Screen Clippings
- Add Links
- Add Tables/Excel spreadsheets
- Add Tags/Custom Tags

#### Calculator

- Draw Tools
- Formatting Pages
- Password Protect Sections
- Searching Notes by Tag and Author
- Sharing Notebooks

#### Interacting with Outlook

- Send to Email
- Create Tasks
- Create Linked Notes
- Create Meeting Notes from Outlook Calendar