Microsoft OneNote 2013

DURATION: 1 day

CODE: SOL\ON\SD13

COURSE OBJECTIVE

In this course, you'll discover how to:

- Create notebooks
- Add pages, sections, and section groups to notebooks
- Customize notebooks with section color, page color, and more
- Insert pictures, tables, audio, and video into your notes
- Insert external data such as MS Word documents, spreadsheets, and emails into your notes
- Insert charts and graphs into your notes
- Use the Send to OneNote Tool to make inserting external data
- Use Quick Notes when you're on the go, then easily file those notes into your notebook
- Send data to OneNote from other programs
- And much more!

WHO SHOULD ATTEND

- New or intending users of MS OneNote 2013 who want to gain a good understanding of how to use the software in a short space of time.

PRE-REQUISITES

- A working knowledge of PCs and Windows XP or 7 or 8.

INTRODUCTION

This course was designed to teach you how to successfully use OneNote 2013, even if you've never used previous versions. We start out at the very beginning and progress through the program. Each step of the way, we'll show you how to navigate and utilize its many features, then challenge you with lesson exercises to reinforce what you've learned. But don't worry. OneNote 2013 has a simple interface that makes it really easy to learn.

COURSE OUTLINE

Why Use OneNote?

Getting Started with Notebooks, Sections, and Pages

- Creating a New Notebook, section, and Page
- Creating a New Section and New Page
- Changing the Color and Adding Lines

Typing and Linking

- Typing and Inking in OneNote
- Erase Inking
- Converting Ink to Text

Tags

- Tagging Your Notes
- Removing a Tag
- Finding Your Tags and Creating a Summary Page

Recording

- Renaming a Recording and Replaying Audio or Video

- Recording Audio or Video

Searching

- Making Audio and Video Notes Searchable
- Searching Your Notes

Send, Page Versions and Mailing

- Sending a Document
- Page Versions
- Mailing a OneNote

Sharing a Notebook

- Storing Your Notebook
- Manually Syncing Your Notebook
- Sharing Your Notebook