

**DURATION:** 1 day**CODE:** SOL\ON\SD16**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 2016 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.

## Microsoft OneNote 2016

**INTRODUCTION**

This course was designed to teach you how to successfully use OneNote 2016, 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 2016 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
- Creating a New Section and Renaming a Section
- Creating New Page and Renaming a page
- Changing the Color of a Section
- Adding Lines to Page

**Sending a Document to OneNote****Typing and Linking**

- Typing in One Note
- Inking in OneNote
- Erase Inking
- Erasing Ink Using Pen Buttons
- Converting Ink to Text

**Tags**

- Tagging Your Notes
- Removing a Tag
- Finding Your Tags

**Inserting Space****Recording**

- Recording Audio or Video
- Renaming a Recording
- Replaying Audio or Video

**Searching**

- Making Audio and Video
- Searching Your Notes

**Page Versions****Mailing a OneNote Page****Sharing a Notebook**

- Storing Your Notebook on the Cloud
- Manually Syncing Your Notebook with the Cloud in OneDrive
- Accessing Your Notebook Online
- Sharing Your Notebook with Others