

# Mastering Microsoft OneNote

One Day 8am to 12.30pm | \$295+GST per person | Maximum 2 in the class

The aim of this course is to teach participants how useful a OneNote notebook can be for gathering and organising information from a variety sources either by oneself or as a collaborative tool. This course provides a comprehensive and thorough coverage of what OneNote offers including Tags, Inking, the OneNote Tool, the Calculator working with Audio, Searching, linking, Emailing and Sharing OneNote. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended a OneNote course in a very long time or those making the transition from an older version of OneNote. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

## COURSE CONTENT

### INTRODUCTION

<input type="checkbox"/> THE ONENOTE SCREEN	<input type="checkbox"/> NOTEBOOKS
<input type="checkbox"/> SWITCH NOTEBOOKS	<input type="checkbox"/> NAVIGATION, SEARCH AND RECENT
<input type="checkbox"/> NAVIGATION PANES WIDTH	<input type="checkbox"/> SHOW & HIDE TOOLBAR
<input type="checkbox"/> BACKWARD & FORWARD	<input type="checkbox"/> ENTER & EXIT FULLSCREEN MODE
<input type="checkbox"/> SWITCH BETWEEN ACCOUNTS	<input type="checkbox"/> TOUCH GESTURES
<input type="checkbox"/> SELECT TEXT WITH TOUCH	<input type="checkbox"/> MOVE PAGES AND SECTIONS
<input type="checkbox"/> SCROLL, PAN, AND ZOOM	<input type="checkbox"/> CUSTOMIZE ONENOTE PREFERENCES

### NOTEBOOKS

<input type="checkbox"/> CREATE A NOTEBOOK	<input type="checkbox"/> SAVE NOTES AND NOTEBOOKS
<input type="checkbox"/> CLOSE A NOTEBOOK	<input type="checkbox"/> NICKNAME NOTEBOOK
<input type="checkbox"/> NOTEBOOK COLOUR	<input type="checkbox"/> OPEN A NOTEBOOK

### NOTEBOOK SECTIONS

<input type="checkbox"/> RENAME A SECTION	<input type="checkbox"/> ADD MORE SECTIONS
<input type="checkbox"/> DELETE A SECTION	<input type="checkbox"/> COLOUR A SECTION
<input type="checkbox"/> MOVE OR COPY A SECTION	<input type="checkbox"/> LINK TO A SECTION
<input type="checkbox"/> PIN SECTION TO WINDOWS START	<input type="checkbox"/> PASSWORD PROTECT A SECTION
<input type="checkbox"/> RE-ARRANGING SECTIONS	<input type="checkbox"/> MOVING BETWEEN SECTIONS

### SECTION PAGES

<input type="checkbox"/> RENAMING A PAGE	<input type="checkbox"/> ADD PAGES
<input type="checkbox"/> RE-ARRANGING PAGES	<input type="checkbox"/> SORT PAGES
<input type="checkbox"/> DELETE A PAGE	<input type="checkbox"/> MAKE A SUBPAGE
<input type="checkbox"/> PROMOTE A PAGE	<input type="checkbox"/> COLLAPSE AND EXPAND SUBPAGES
<input type="checkbox"/> SELECTING MORE THAN ONE PAGE	<input type="checkbox"/> MOVING BETWEEN PAGES
<input type="checkbox"/> CUT OR COPY PAGES	<input type="checkbox"/> MOVE OR COPY PAGES
<input type="checkbox"/> LINK TO A PAGE	<input type="checkbox"/> DEFAULT PAGE TEMPLATE
<input type="checkbox"/> MARK A PAGE AS READ OR UNREAD	<input type="checkbox"/>

### TYPING & FORMATTING

<input type="checkbox"/> SELECT TEXT WITH TOUCH	<input type="checkbox"/> UNDO AND REDO
<input type="checkbox"/> FONT, SIZE, BOLD, ITALIC, UNDERLINE	<input type="checkbox"/> FONT COLOUR & HIGHLIGHTING TEXT
<input type="checkbox"/> MINI TOOLBAR	<input type="checkbox"/> FORMAT PAINTER & CLEAR FORMATTING
<input type="checkbox"/> CUT, COPY AND PASTE	<input type="checkbox"/> SUPERSCRIPT, SUBSCRIPT AND STRIKETHROUGH
<input type="checkbox"/> BULLETS, NUMBERING AND INDENTING	<input type="checkbox"/> APPLYING STYLES

### TAGS

<input type="checkbox"/> TAGGING TEXT & DELETE TAGS	<input type="checkbox"/> CREATE A TAGS
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### SEARCH & INSERT

<input type="checkbox"/> CREATE AND DESIGN TABLES	<input type="checkbox"/> TABLES AND OTHER APPLICATIONS
<input type="checkbox"/> FILES & PRINTOUTS	<input type="checkbox"/> CAMERA, FILE & ONLINE PICTURES
<input type="checkbox"/> ONLINE VIDEOS & AUDIO	<input type="checkbox"/> LINKS
<input type="checkbox"/> OUTLOOK MEETINGS	<input type="checkbox"/> SYMBOLS & STICKERS
<input type="checkbox"/> EQUATIONS & MATHS	<input type="checkbox"/> CALCULATOR

### DRAW & INKING

<input type="checkbox"/> TYPING & LASSO	<input type="checkbox"/> INSERT SPACE TOOL & SHAPES
<input type="checkbox"/> ERASER & PENS	<input type="checkbox"/> CONVERTING INK TO TEXT

### VIEW

<input type="checkbox"/> ZOOM CONTROLS	<input type="checkbox"/> PAGE COLOUR AND LINES
<input type="checkbox"/> AUTHORS	<input type="checkbox"/> QUICK NOTES
<input type="checkbox"/> PRINT TO ONENOTE	<input type="checkbox"/> DELETED NOTES

### SHARE & PRINT

<input type="checkbox"/> CREATE A LINK TO A NOTEBOOK	<input type="checkbox"/> SHARE LINK WITH SPECIFIC PEOPLE
<input type="checkbox"/> SHARE A SNAPSHOT OF A PAGE OF NOTES	<input type="checkbox"/> PRINT OPTIONS

### ONENOTE SHORTCUT KEYS