

Software Solutions

Mastering

Microsoft OneNote 2016



The aim of this course is to teach participants how useful a OneNote notebook can be for gathering and organising information from a variety of sources either by oneself or as a collaborative tool. This course provides a comprehensive and thorough coverage of what OneNote offers including Section Groups, Tags, Inking, the OneNote Tool, the Calculator working with Audio, Video, 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

NOTEBOOKS

<input type="checkbox"/> CREATING NOTEBOOKS	<input type="checkbox"/> MOVING BETWEEN MULTIPLE NOTEBOOKS
<input type="checkbox"/> GENERAL OPTIONS	<input type="checkbox"/> VIEW & DISPLAY SETTINGS & NOTIFICATION ICON
<input type="checkbox"/> PIN NOTEBOOK PANE	<input type="checkbox"/> UNDO & REDO
<input type="checkbox"/> OPENING NOTEBOOKS	<input type="checkbox"/> CLOSING NOTEBOOKS

SECTIONS and PAGES

<input type="checkbox"/> CREATING A SECTION	<input type="checkbox"/> RENAME A SECTION
<input type="checkbox"/> CHANGING THE COLOUR OF A SECTION	<input type="checkbox"/> RE-ARRANGING SECTIONS
<input type="checkbox"/> MANAGING SECTIONS	<input type="checkbox"/> CREATING SECTION GROUPS
<input type="checkbox"/> CREATE PAGES	<input type="checkbox"/> RENAMING A PAGE
<input type="checkbox"/> RE-ARRANGING PAGES	<input type="checkbox"/> CREATE SUBPAGES
<input type="checkbox"/> MANAGING PAGES	<input type="checkbox"/> USING PAGE TEMPLATES

TYPING AND FORMATTING

<input type="checkbox"/> CHANGING FONT, SIZE & COLOUR	<input type="checkbox"/> HIGHLIGHTING TEXT
<input type="checkbox"/> APPLYING TEXT EFFECTS & STYLES	<input type="checkbox"/> APPLYING PARAGRAPH EFFECTS
<input type="checkbox"/> CLEARING FORMATTING	<input type="checkbox"/> USING THE FORMAT PAINTER

TAGS

<input type="checkbox"/> CREATING, WORKING WITH & REMOVING TAGS	<input type="checkbox"/> CREATING OUTLOOK TASKS
<input type="checkbox"/> OUTLOOK MEETING DETAILS	<input type="checkbox"/> FINDING YOUR TAGS AND CREATING A SUMMARY PAGE

INKING

<input type="checkbox"/> TYPING & INKING IN ONENOTE	<input type="checkbox"/> ERASE INKING & CONVERTING INK TO TEXT
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SEND TO ONENOTE TOOL

<input type="checkbox"/> SHOWING & HIDE THE SEND TO ONENOTE TOOL	<input type="checkbox"/> PRINTING A ONENOTE PAGE
<input type="checkbox"/> CREATING A SCREEN CLIPPING	<input type="checkbox"/> SENDING INFORMATION TO ONENOTE & QUICK NOTES

ONENOTE TOOLS

<input type="checkbox"/> INSERTING SPACE	<input type="checkbox"/> INSERTING TABLES
<input type="checkbox"/> TABLES; BORDERS, SHADING & MOVING	<input type="checkbox"/> INSERTING & DELETING TABLE ROWS & COLUMNS
<input type="checkbox"/> TABLES; RESIZE & ALIGNMENT	<input type="checkbox"/> INSERTING FILE PRINTOUT
<input type="checkbox"/> INSERTING FILE ATTACHMENT	<input type="checkbox"/> INSERTING SPREADSHEET
<input type="checkbox"/> INSERTING DIAGRAM	<input type="checkbox"/> INSERTING PICTURES OR ONLINE PICTURES
<input type="checkbox"/> CREATING LINKS	<input type="checkbox"/> INSERTING AUDIO OR VIDEO CLIPS
<input type="checkbox"/> RECORDING, RENAMING, REPLAYING AUDIO	<input type="checkbox"/> RECORDING, RENAMING, REPLAYING VIDEO
<input type="checkbox"/> INSERTING TIME STAMPS	<input type="checkbox"/> INSERTING OR CONSTRUCTING EQUATIONS
<input type="checkbox"/> INSERTING SYMBOLS & SHAPES	<input type="checkbox"/> WORKING WITH THE CALCULATOR

SEARCHING

<input type="checkbox"/> MAKING AUDIO AND VIDEO NOTES SEARCHABLE	<input type="checkbox"/> SEARCHING NOTES, SECTIONS, PAGES & NOTEBOOKS
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LINKED IN

<input type="checkbox"/> LINKED NOTES & MEETING NOTES	<input type="checkbox"/> FIND YOUR SOURCES
<input type="checkbox"/> TAKE NOTES IN A SKYPE-BASED ONLINE MEETING	<input type="checkbox"/> TAKE NOTES IN A SCHEDULED OUTLOOK MEETING

EMAILING and SHARING

<input type="checkbox"/> EMAILING & SHARING A ONENOTE PAGE	<input type="checkbox"/> STORING YOUR NOTEBOOK ON THE CLOUD
<input type="checkbox"/> ACCESSING YOUR NOTEBOOK ONLINE	<input type="checkbox"/> SYNCING YOUR NOTEBOOK WITH THE CLOUD
<input type="checkbox"/> SHARING YOUR NOTEBOOK WITH OTHERS	<input type="checkbox"/> INVITE PEOPLE & SHARE A LINK

HISTORY

<input type="checkbox"/> READ & UNREAD	<input type="checkbox"/> LIST OF RECENT CHANGES IN A SHARED NOTEBOOK
<input type="checkbox"/> SHOW AUTHORS IN A SHARED NOTEBOOK	<input type="checkbox"/> PAGE VERSIONS & NOTEBOOK RECYCLE BIN

ONENOTE SHORTCUT KEYS