Software Solutions
Mastering
Microsoft OneNote for Windows

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 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

☐	THE ONENOTE SCREEN	☐	NOTEBOOKS & SWITCHING NOTEBOOKS
☐	NAVIGATION, SEARCH AND RECENT	☐	SHOW & HIDE TOOLBARS
☐	ENTER & EXIT FULLSCREEN MODE	☐	SWITCH BETWEEN ACCOUNTS
☐	SELECT TEXT WITH TOUCH & TOUCH GESTURES	☐	MOVE PAGES AND SECTIONS
☐	SCROLL, PAN, AND ZOOM	☐	CUSTOMIZE ONENOTE PREFERENCES

NOTEBOOKS

☐	CREATE, CLOSE & OPEN NOTEBOOKS	☐	SAVE NOTES AND NOTEBOOKS
☐	NOTEBOOK COLOUR	☐	NICKNAME NOTEBOOK

NOTEBOOK SECTIONS

☐	ADD MORE SECTIONS	☐	RENAME & DELETE SECTIONS
☐	COLOUR, MOVE OR COPY A SECTION	☐	LINK TO A SECTION
☐	PIN SECTION TO WINDOWS START	☐	PASSWORD PROTECT A SECTION
☐	RE-ARRANGING SECTIONS	☐	MOVING BETWEEN SECTIONS

SECTION PAGES

☐	ADD, DELETE & RENAME PAGES	☐	RE-ARRANGING PAGES
☐	SORT PAGES	☐	MAKE A SUBPAGE & COLLAPSE, EXPAND SUBPAGES
☐	PROMOTE A PAGE	☐	MARK A PAGE AS READ OR UNREAD
☐	SELECTING MORE THAN ONE PAGE	☐	MOVE OR COPY PAGES
☐	LINK TO A PAGE	☐	DEFAULT PAGE TEMPLATE

TYPING & FORMATTING

☐	SELECT TEXT WITH TOUCH	☐	UNDO AND REDO
☐	FONT, SIZE, BOLD, ITALIC, UNDERLINE	☐	FONT COLOUR & HIGHLIGHTING TEXT
☐	MINI TOOLBAR	☐	FORMAT PAINTER & CLEAR FORMATTING
☐	CUT, COPY AND PASTE	☐	SUPERSCRIPT, SUBSCRIPT AND STRIKETHROUGH
☐	BULLETS, NUMBERING AND INDENTING	☐	APPLYING STYLES

TAGS

☐	TAGGING TEXT & DELETE TAGS	☐	CREATE A TAGS

SEARCH & INSERT

☐	CREATE AND DESIGN TABLES	☐	TABLES AND OTHER APPLICATIONS
☐	FILES & PRINTOUTS	☐	CAMERA, FILE & ONLINE PICTURES
☐	ONLINE VIDEOS & AUDIO	☐	LINKS
☐	OUTLOOK MEETINGS	☐	SYMBOLS & STICKERS
☐	EQUATIONS & MATHS	☐	CALCULATOR

DRAW & INKING

☐	TYPING & LASSO	☐	INSERT SPACE TOOL & SHAPES
☐	ERASER & PENS	☐	CONVERTING INK TO TEXT

VIEW

☐	ZOOM CONTROLS	☐	PAGE COLOUR AND LINES
☐	AUTHORS	☐	QUICK NOTES
☐	PRINT TO ONENOTE	☐	DELETED NOTES

SHARE & PRINT

☐	CREATE A LINK TO A NOTEBOOK	☐	SHARE LINK WITH SPECIFIC PEOPLE
☐	SHARE A SNAPSHOT OF A PAGE OF NOTES	☐	PRINT OPTIONS

ONENOTE SHORTCUT KEYS