

Microsoft OneNote Course Outline

Introduction

Course duration = 1 day

Pre-course requisites

Delegates should have:

Understanding and some experience of general computer use (keyboard and mouse)

Experience of MS Word would be beneficial

No OneNote experience is necessary or assumed

Topics covered

- The OneNote environment
- Overview of OneNote features
- Create a Notebook
- Add sections
- Add pages and sub-pages
- Format text
- Insert
- Tables
- Pictures
- Video
- Audio
- Outlook meeting
- Handwriting
- Drawing
- Printing
- Sharing notebooks