OneNote 2016

OneNote 2016

Overview:

This course provides a way for students to create and collect their notes. This course will introduce students to using OneNote notebooks to store a variety of content in an organised way, access the content from anywhere and also share it.

Target Audience:

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office 2016 and want to incorporate digital note-taking and note collaboration by using Microsoft OneNote 2016.

At Course completion:

Upon successful course completion of this course, students will be able to:
- Navigate and customise the OneNote interface
- Modify a notebook
- Add media and images to a notebook
- Manage history and backups
- Work with Excel sheets and embedded files
- Share and collaborate using notebooks
- Finalise a notebook

Module 1: Getting Started with OneNote

- Navigate the OneNote 2016 environment
- Use templates
- Customise the OneNote user interface

Module 2: Adding & Formatting Notebook Content

- Apply formatting to Notebook Content
- Insert images and audio into a Notebook
- Add quick notes and links
- Use drawing tools

Module 3: Embedding & Attaching files

- Embed Excel Spreadsheets
- Attach other file types

Module 4: Organising & Searching Notebooks

- Use tags
- Organise and Search notebooks

Module 5: Finalising a Notebook

- Proof and Print a Notebook
- Configure Password Protection and Notebook Properties

Module 6: Managing Notebook Files

- Export Content from OneNote Notebooks
- Back up and Restore Notebook Content

Module 7: Sending & Sharing OneNote Content

- Send OneNote Content in other formats
- Share OneNote Content by using OneDrive