PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office OneNote 2016 Training - Online Instructor-led Training

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1.0 DAY COURSE

OneNote 2016 is Microsoft's note-taking and organisational application. The latest version incorporates a refined page hierarchy, better-searching options, automatic links to pasted content, task integration with Outlook, and a variety of new sharing options to make working with others easier.

This OneNote 2016 course, delivered by PD Training, covers different features of the interface, shows users how to print, covers some simple scenarios, and examines the basics of formatting. Learn key skills like creating a new OneNote notebook, customising the interface, entering information into OneNote from a variety of sources and using OneNote's collaboration tools.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

OneNote is Microsoft's handy note-taking and organisational application. This new version of OneNote incorporates a refined page hierarchy, better-searching options, automatic links to pasted content, task integration with Outlook, and a variety of new sharing options to make working with others easier.

This course is intended to help participants get up to speed with OneNote quickly. Participants will learn the different features of the interface, how to print, cover some simple scenarios and examine the basics of formatting.

Outcomes

After completing this course participants will have learned:

- Exploring Notebook Structure
- Adding Content and Formats to a OneNote Notebook
- Managing OneNote Notebooks, History, and Backups
- Working with Embedded Files
- Sharing and Collaborating with Notebooks
- Finalising a Notebook

Modules

Lesson 1: Exploring Notebook Structure

- Navigate the OneNote 2016 Environment
  - The OneNote Workspace
  - The Notebook
  - Containers
  - The OneNote Ribbon
  - Activity 1.1
- Create a Notebook
  - Open a Notebook
  - The New Notebook Option
  - The Notebook Properties Dialog Box
  - Restoring Notebook Backups
  - Activity 1-2
- Use Predesigned Templates for OneNote Notebooks
  - OneNote Templates
  - Using Predesigned Templates
  - Creating Page Templates
  - Activity 1-3
- Customise the User Interface
  - The OneNote Options Dialog Box

Lesson 2: Adding Content and Formats to a OneNote Notebook

- Modify Formatting in a Notebook
  - Styles
  - Text Formatting Options
  - The Format Painter
  - Paste Options
  - Create a List from Text
  - Activity 2-1
- Add Images to a Notebook
  - Insert a Picture from a File
  - Insert Online Pictures
  - Insert a Screenshot
  - Set an Image as the Background
  - Activity 2-2
- Add Tables to a Notebook
  - Inserting Tables
  - Modifying the Table
  - Using the Table Tools – Layout Tab
  - Converting a Table to an Excel Spreadsheet
  - Activity 2-3
- Add Audio and Video to a Notebook

- Customise the Quick Access Toolbar Using the OneNote Options Dialog Box
- Add a Command or Group from the Ribbon to the Quick Access Toolbar
- Add a Command to the Quick Access Toolbar Using the Customise the Quick Access Toolbar Menu
- Minimise the Ribbon
- Create a Ribbon Tab and a Group with Commands
- Docked Windows and Views
- Activity 1-4

- Inserting an Audio or Video File from Your Computer
- Recording an Audio File
- Recording a Video File
- Contextual Audio and Video Notes
- Activity 2-4

- Add Quick Notes and Links
  - Quick Notes
  - Linked Notes
  - OneNote Integrated Applications
  - Taking Notes with Microsoft Edge
  - Wiki Links
  - Activity 2-5
- Use Tags, Symbols, Drawing Tools, and Pen Options
  - Tags
  - Symbols
  - Drawing Tools
  - Pen Mode
  - New Pen Features for the Tablet User
  - Activity 2-6

Lesson 3: Managing OneNote Notebooks, History, and Backups

- Save and Export Content and Use Alternate File Types
  - Opening Older OneNote Notebooks
  - Alternate File Types
  - Page and Section Export
  - Notebook Export
  - Activity 3-1
- Manage Notebook Recycle Bins and Backups
  - The Notebook Recycle Bin
  - Notebook History and Page Versions
  - Notebook Backups
  - Activity 3-2

Lesson 4: Working with Embedded Files

- Work with Excel Spreadsheets and Visio Diagrams
  - Excel Spreadsheets in OneNote
  - Visio Diagrams in OneNote
  - Activity 4-1
- Work with Embedded Files
  - Embedded Files
  - Print to OneNote
  - Activity 4-2

Lesson 5: Sharing and Collaborating with Notebooks

- Send a Notebook and Use Outlook Integration

Lesson 6: Finalising a Notebook

- Finalise a Notebook Using Proofing and Print Settings
  - The Spell Checker

    - Sending Notes to Yourself
    - Sending OneNote Pages
    - Blog Integration
    - Outlook Integration
    - Activity 5-1
- Share and Collaborate on Notebooks
    - Microsoft OneDrive
    - Collaboration Settings
    - Edit Notes in a Shared Notebook
    - Synchronise Changes
    - Use OneNote on Other Devices
    - Activity 5-2
    - Research Options
    - Language Options
    - The Page Setup Group
    - The Print Preview and Settings Dialog Box
    - Activity 6-1
- Configure Notebook Properties and Security
    - Password Protecting a Section
    - Notebook Properties
    - Activity 6-2
- Search Notebooks
    - The Search Option
    - The Text Recognition Feature
    - Audio Search
    - Activity 6-3

Talk to our expert team

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