

# ONENOTE

## LEVEL: BASICS



**Duration:** Half a day

**Prerequisites:**

- Knowledge of the Windows environment
- Have access to a computer and Microsoft OneNote (versions 2013, 2016 or OFFICE 365)

**Learning tools:**

- Distance learning
- Demonstrations
- Training material included

**Skills acquired at the end of the training:**

- Take your notes on the OneNote app
- Organize and structure your notes
- Search your notes efficiently
- Share your notes
- Save your notes in OneDrive and access them from any device connected to the internet

**Certificate:** yes

## PROGRAM

### Introduction to OneNote

- **Introduction**
  - What is One Note?
  - Overview of the possibilities of use (audio notes, manuscripts)
  - Privacy of your notes on the cloud
- **Overview of the interface**
  - Description of the window
  - Commands
  - Clipping notes (notebooks, sections, pages)

### Managing your notes

- **Manage notebooks**
  - Quick notes
  - Create, Open, delete a notebook
  - Change the location of a notebook
  - Rename and change the color
  - Export a notebook
- **Manage sections**
  - Create sections and section groups
  - Organize, move, and export sections
  - Password protection of sections

- **Manage pages**

- Create, rename, delete pages
- Organize, move, and export pages
- Format your pages

### Take notes

- **Note-taking**
  - Insert handwritten, audio, or video content
  - Create Outlook tasks in OneNote
  - Insert your Outlook meeting details
  - Insert or create an Excel worksheet
  - Insert files, images, or links
  - Translate text into another language
- **Formatting your notes**
  - Formatting options
  - Styles in OneNote
  - Reproduce formatting
  - Indicators
  - Create a page template
  - Restore a deleted page or section by mistake
- **Find your notes**
  - Search for your notes via a keyword
  - Search for your notes via an indicator
  - Search by author



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## LEVEL: BASICS



### Share your notes

- Send a page by email
- Share a notebook with or without editing rights
- Share notes with an online meeting
- Hide authors

### QUESTIONS AND ANSWERS

