

ONENOTE

LEVEL: BEGINNER



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

Attestation: 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)

- 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

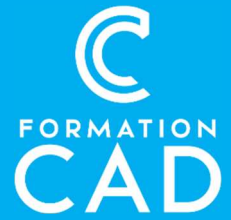
Managing your notes

- **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

- **Formatting your notes**
 - Formatting options
 - Styles in OneNote
 - Reproduce formatting
 - Indicators

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- 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

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