

# OneNote Overview

## Course Duration

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1 Day

## Objectives & Expected Outcomes

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To learn how to organise OneNote, including adding and deleting items in pages and sections

To understand how and when to separate and organise your notes by subjects or projects

To understand how to share appropriately

## Pre-Requisites

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A basic knowledge of the Office suite and the operating system of the device and or devices that you use would be highly beneficial.

## Subjects

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### What is OneNote?

Launching OneNote and touring the interface | Opening, closing, and saving notebooks | Creating new notebooks | Creating, moving, and deleting sections and pages | Working with sub-pages | Creating a note on a page

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### Adding Content to Notes

Working with unfiled notes | Adding screen clippings and pictures | Adding audio and video files | Recording audio and video | Adding files

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### Formatting Notes

Using styles from the quick gallery | Using bullets and numbering

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### Viewing and Organizing Information

Organizing the user interface | Searching a notebook | Creating links to pages with wiki linking | Tagging notes | Working with sections | Using section groups

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## Interacting with Outlook

Inserting Outlook meetings | Sending page information by email | Working with Outlook tasks

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## Using Writing Tools

Working in Pen mode | Manipulating written notes and drawings | Converting handwriting to type

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## Using Stationery and Templates

Using templates | Saving as a template | Choosing a default template

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## Formatting Pages

Setting paper size and margins | Changing page background options | Adding a background graphic

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## Sharing Notebooks

Saving to other formats | Saving OneNote content to PDF or XPS | Creating a shared notebook | Inviting others and syncing notebooks

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## Collaborating on Notebooks

Knowing who wrote what with author indicators | Locating newly added content with highlighting | Seeing past versions quickly with versioning

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## Researching with OneNote

Automatically linking your notes to what you're viewing | Using the Research pane | Translating text with the Mini Translator

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