



Adding and Formatting OneNote® 2016

Notebook Content

Course ID #: 7000-543-ZZ-Z

Hours: 2

Course Content

Course Description:

Welcome to Microsoft® Office OneNote® 2016. In this course, you will get started by exploring the different parts of a notebook and learning how to navigate the OneNote interface. Understanding the OneNote environment and the components of a notebook, adding notes, and adding other content are the building blocks for learning OneNote.

Target Student:

Within each Microsoft® OneNote® 2016 notebook page, you have the ability to add a wide variety of content and also format note entries for a specific look and feel. This course will show you how to use these features to enhance your notebook and make the content easier to read and edit.

Topics:

Lesson 1: Adding and Formatting Notebook Content

Topic A: Apply Formatting to Notebook Content

- Text Formatting
- Format Painter
- Styles
- Paste Options
- How to Apply Formatting
- Formatting the Contents of a Notebook

Topic B: Insert Images and Audio into a Notebook

- Image Files
- The Screen Clipping Command
- Image Options
- Inserting Pictures
- Audio and Video Files
- How to Insert Pictures and Other Files to OneNote
- Adding Audio and Video Files and Notes

Topic C: Add Quick Notes and Links

- Dock to Desktop
- Quick Notes
- How to Add Quick Notes
- Adding a Quick Note
- Creating a Quick Note Outside of OneNote
- Linked Notes
- The Linked Notes Command
- How to Add Linked Notes
- Taking Linked Notes

Topic D: Use Drawing Tools

- Symbols
- The Draw Tab
- Pens
- Pen Features for Tablet Users
- How to Add Symbols and Drawings
- Adding Handwritten Notes