



Embedding and Attaching Files in OneNote®

2016

Course ID #: 7000-544-ZZ-Z

Hours: 1

Course Content

Course Description:

As a Microsoft® Office product, OneNote® can work with files from other Office applications. This course will enable you to take advantage of these powerful features.

Target Student:

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office 2016 and want to incorporate digital notetaking and note collaboration by using Microsoft OneNote 2016.

Topics:

Lesson 1: Embedding and Attaching Files

Topic A: Embed Excel Spreadsheets

- Embedded Files
- Excel Spreadsheets in OneNote
- How to Embed an Excel Spreadsheet in OneNote
- Embedding an Excel Spreadsheet in a Notebook

Topic B: Attach Other File Types

- File Attachments
- File Printouts
- Send To OneNote Printer
- How to Insert a File Attachment or Printout
- Inserting a File Attachment
- Inserting File Printouts