



# Finalizing a OneNote® 2016 Notebook

Course ID #: 7000-546-ZZ-Z

Hours: 1

## Course Content

### Course Description:

If you are like most people, you manage a lot of information and need to make use of search and reporting features. This course will help you acquire the skills you need to proof, print, secure, and finalize your OneNote notebooks.

### 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: Finalizing a Notebook

##### Topic A: Proof and Print a Notebook

- Spelling Check
- Language and Translate Commands
- Research Options
- Print Preview and Settings
- How to Use Spelling Check and Review Notebooks
- Proofing and Printing Your Notebook Pages

##### Topic B: Configure Password Protection and Notebook Properties

- Password Protection
- Notebook Properties
- How to Configure Password Protection and Notebook Properties
- Adding Password Security to a Section