



# Managing OneNote® 2016 Notebook Files

Course ID #: 7000-547-ZZ-Z

Hours: 1

## Course Content

### Course Description:

This course will show you how the Microsoft® OneNote® 2016 program automatically manages backup copies of your notebooks and uses the notebook recycle bin, so that you can manage your notebook files effectively as the number of pages and importance of your notebook content grows.

### 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: Managing Notebook Files

##### Topic A: Export Content from OneNote Notebooks

- OneNote File Formats
- Export Options
- OneNote Package
- How to Export Content
- Exporting a Notebook

##### Topic B: Back Up and Restore Notebook Content

- Notebook Backups
- Notebook History and Page Versions
- OneNote Recycle Bin
- How to Manage the Notebook Recycle Bin, History, and Backups
- Restoring Deleted Notebook Content
- Modifying the Automatic Backup Settings