



Microsoft OneNote for Windows 10

Course ID #: 7000-305-ZZ-Z

Hours: 4

Course Content

Course Description:

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® OneNote® for Windows® 10 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others.

Course Objectives:

Upon completion, students will be able to:

- Navigate and customize the OneNote for Windows 10 environment.
- Add and format text, images, tables, and drawing objects in a notebook.
- Use tags, organize notebooks, and search notebook content.
- Send and share notebook content.
- Configure password protection and restore deleted notebook content.

Target Audience:

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office and want to incorporate digital note-taking and note collaboration by using OneNote for Windows 10. In addition to creating and modifying OneNote notebooks, this course will introduce you to inserting images and files into notebooks, managing notebooks, and sharing content.

Prerequisites:

To ensure your success in this course, you should have general Microsoft Windows skills, or possess the equivalent skill level:

Topics:

Getting Started with OneNote

- Navigate the OneNote for Windows 10 Environment
- Customize the OneNote User Interface

Adding and Formatting Notebook Content

- Apply Formatting to Notebook Content
- Insert Files
- Insert Tables
- Use Drawing Tools

Organizing and Searching Notebooks

- Use Tags
- Organize and Search Notebooks

Sending and Sharing OneNote Content

- Share OneNote Content
- Share OneNote Content Using OneDrive

Managing Notebook Content

- Configure Password Protection
- Restore Notebook Content