



Organizing and Searching OneNote® 2016 Notebooks

Course ID #: 7000-545-ZZ-Z

Hours: 1

Course Content

Course Description:

As the number of sections and pages in your notebooks increases, the ability to search for specific content is an important feature. This course will help you make your OneNote notebook content searchable.

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: Organizing and Searching Notebooks

Topic A: Use Tags

- Tags
- Tag Summary Pane
- How to Use Tags
- Adding Tags to Find Notes

Topic B: Organize and Search Notebooks

- Notebook Organization
- OneNote Search Capabilities
- How to Organize and Search Notebooks
- Organizing Notebook Content
- Searching Notebook Content