

OneNote Level 1



A half-day course for people new to Microsoft OneNote

Prerequisites

This course assumes the student to have basic computer skills

Chapter 1 - Exploring OneNote

Starting OneNote
Open A Notebook
Navigate OneNote
Tabs and Ribbons
The Backstage
The Quick Access Toolbar
Close a Notebook
Exiting OneNote

Chapter 2 - Create Notebooks

Create a New Notebook
Rename a Section
Add a New Section
Change the Colour for a Section
Rename a page
Add Pages
Promote and Demote Pages

Chapter 3 - Format Text

Add a Text Box
Move a Text Box
Format Text

Add Tags
Customise Tags
The Tags Summary Pane
Create a Tagged Notes Summary Page
Delete a Page

Chapter 4 - Add Images and Other Objects

Add an Image From a File
Add an Image From the Internet
Draw on the Page
Erase Drawings
Insert a Word Table
Insert an Excel Spreadsheet
Insert a File Printout
Attach a File
Insert a Screen Clipping
Add Ink Notations
Convert Ink to Text

Chapter 5 - Add Sound and Video

Record a Sound File
Record an Annotated Sound File
Record a Video File