Microsoft OneNote for End User

Module 1: Introduction to One Note

- **One Note Versions**
- **Keyboard Shortcuts**
- **Customizing the Quick Access Toolbar**
- **Using Touch Mode**

Module 2: Getting Started with One Note

- **Touring the Interface**
- **Creating a One Note Notebook**
- **Changing Notebook properties and closing**
- **Deleting a Notebook stored in One Drive**
- **Creating and managing a locally stored Notebook**
- **Creating, Moving and Deleting Sections**
- **Creating section groups**
- **Working with Pages and Subpages**

Module 3: Adding Content

- **Creating a Note on a page**
- **Sending content to One Note**
- **Using the One Note clipper**
- **Using the screen clipper**
- **Adding pictures and online pictures**
- **Embedding online video**
- **Adding files**
- **Recording audio and video**
- **Inserting links**
- **Inserting equations and symbols**
- **Copying and pasting content**

Module 4: Formatting Notes

- **Formatting text**
- **Using the format painter**
- **Using styles**
- **Organize content with a table**
- **Creating a Todo list**
- **Checking spelling**

Module 5: Organizing Content

- **Searching a Notebook**
- **Tagging Notes**
- **Organizing the interface**
- **Linking Notes**

Module 6: Formatting Pages

- **Page setup options**
- **Changing the page colour and background**
- **Customizing fonts, themes and the interface**
- **Setting paper size**
- **Formatting pages for Windows 10**

Module 7: Working with Templates

- **Applying a One Note Template to a Page**
- **Creating your own Template**

Module 8: Using Drawing Tools

- **Working in Pen Mode**
- **Drawing Shapes with Touch**
- **Converting handwriting to typed text**

Module 9: Interacting with Outlook

- **Working with Outlook tasks**
- **Outlook meeting and meeting notes**
- **Sending page information by email**

Module 10: Sharing a Notebook

- **Saving to OneDrive**
- **Inviting others to a Notebook**
- **Converting Notebooks to other formats**
- **Exporting OneNote content**
- **Synching notebooks**