KOENIG SOLUTIONS · COURSE OUTLINE

OneNote: Notebooks, Templates & Outlook Sync

Learn to create, format and share OneNote notebooks, apply templates, and sync notes with Outlook.

10
MODULES

51
TOPICS

COURSE OVERVIEW

This course covers the OneNote interface and the creation and management of notebooks, sections and pages, followed by methods for adding content such as pictures, files, audio, video, links and equations. It then addresses formatting text, styles and tables, organising and tagging notes, and customising page setup and appearance. Further modules cover working with templates, using drawing and pen tools, interacting with Outlook tasks, meetings and email, and sharing, exporting and syncing notebooks.

WHO THIS COURSE IS FOR

- **Office Administrators**
- **Executive Assistants**
- **Project Coordinators**
- **Outlook Users**
- **Note Takers**
- **Team Collaborators**

LEARNING OBJECTIVES

- Create and manage OneNote notebooks, sections and pages
- Add content such as pictures, files, audio and links
- Format text, styles and tables within notes
- Organise notes using search, tags and links
- Customise page setup, colour and fonts
- Apply and create OneNote templates
- Use pen mode and drawing tools for handwriting
- Sync notebooks with Outlook tasks, meetings and email

COURSE SYLLABUS

10 Modules, 51 Topics

01

Introduction to One Note

TOPICS

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

02

Getting Started with One Note

TOPICS

- 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

03

Adding Content

TOPICS

- 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

04

Formatting Notes

TOPICS

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

05

Organizing Content

TOPICS

Searching a Notebook · Tagging Notes · Organizing the interface · Linking Notes

06

Formatting Pages

TOPICS

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

07

Working with Templates

TOPICS

Applying a One Note Template to a Page · Creating your own Template

08

Using Drawing Tools

TOPICS

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

09

Interacting with Outlook

TOPICS

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

10

Sharing a Notebook

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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