

KOENIG SOLUTIONS · COURSE OUTLINE

# Microsoft OneNote for End User

Learn to create, format, organise and share OneNote notebooks, from adding content to integrating with Outlook.

**1 Day**

8 HOURS

**10**

MODULES

**51**

TOPICS

## COURSE OVERVIEW

The Microsoft OneNote for End User course is a comprehensive OneNote training designed to equip learners with the skills and knowledge to effectively use OneNote, Microsoft's versatile note-taking and organization tool. This OneNote training course covers everything from basic features to advanced functionalities. Through various modules, participants will learn about Different OneNote versions, Keyboard shortcuts, and how to customize their workspace for optimal efficiency. They'll also gain hands-on experience with Creating notebooks, Adding and formatting content, Organizing notes, Integrating with Outlook, and Sharing notebooks with others. By the end of the course, users will be able to seamlessly incorporate OneNote into their daily workflow, enhancing productivity and collaboration. Whether for personal use or professional organization, this training offers valuable insights into maximizing the potential of OneNote.

## WHO THIS COURSE IS FOR

The Microsoft OneNote for End User course is designed for individuals looking to master OneNote's organizational and note-taking capabilities. Target audience for the Microsoft OneNote for End User course:

**Administrative Assistants and Secretaries**

**Project Managers and Team Leaders**

**Researchers and Academicians**

**Students and Educators**

**Business Professionals**

**Content Managers and Editors**

**IT Professionals**

**Marketing and Sales Executives**

**Legal Professionals**

**Human Resource Specialists**

**Anyone who manages information and notes on a daily basis**

## LEARNING OBJECTIVES

- Identify OneNote versions and customise the workspace and toolbar
- Create and manage notebooks, sections and pages
- Add content such as pictures, files, audio and equations
- Format text, tables, to-do lists and pages
- Organise notes using search, tags and links
- Apply and create OneNote templates
- Use drawing tools to write and convert handwriting
- Integrate OneNote with Outlook and share notebooks

# 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.

#### FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

## Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit [koenig-solutions.com](https://koenig-solutions.com)

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