410.535.1545
866.PC.SKILLS
www.keepitsimple.net

Class Title: Microsoft OneNote Essentials
Duration: 1 Day

1. **Create a Notebook Structure**
   - 1.1. Plan Notebook Hierarchy
   - 1.2. Create Sections, Section Groups, Pages and Subpages
   - 1.3. OneNote Recovery
2. **Add and Format Content**
   - 2.1. Add and Format Text
   - 2.2. Use Page Templates
   - 2.3. Insert Attachments, File Printouts, and Spreadsheets
   - 2.4. Add Images, Screenshots and Links
   - 2.5. Insert Audio and Video
   - 2.6. Use Drawing Tools
3. **Use Search, Tag, Print and Export**
   - 3.1. Use Search and Search Tags
   - 3.2. Export Pages, Sections and Notebooks
4. **Use OneNote with Other Office Applications**
   - 4.1. Send Notes to Word
   - 4.2. Create Outlook Tasks and Add Meeting Details
   - 4.3. Send Email Messages to OneNote
   - 4.4. Use Linked Notes with Word and PowerPoint
5. **Collaboration**
   - 5.1. Share Notebooks and Meeting Notes
   - 5.2. Collaborate in Real Time
   - 5.3. Use Author Indicators and Search by Author
   - 5.4. Secure Sections with Passwords