

Information Technology and Computer Skills Training

ONENOTE 2016

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

ONENOTE BASICS

- Starting OneNote
- Opening Existing Notebook
- The OneNote Environment.
- Navigating OneNote
- Creating a new Notebook
- Renaming a Notebook
- Changing Notebook Color & Screen Views
- Exporting Notes to Other Formats
- Setting OneNote Options
- Hiding the OneNote Ribbon
- Using Help
- Closing a OneNote Notebook

WORKING WITH SECTIONS & PAGES

- Creating a new Section
- Renaming Sections and Pages
- Color-coding a Section
- Moving a Section
- Password Protecting a Section
- Creating and Moving Pages
- Creating a Subpage

GETTING DATA INTO ONENOTE

- Creating, Moving & Resizing a Note
- Creating a Quick Note
- Moving a Quick Note to a Notebook
- Sending Office Documents to OneNote
- Copying and Pasting Data into OneNote
- Inserting a Screen Clipping & Images
- Creating Audio & Video Notes
- Attaching Files to Notes
- Working with Hyperlinks
- Handwriting Notes
- Drawing Simple Math Equations

EDITING TEXT

- Selecting Text in a Note
- Copying, Cutting & Pasting Text
- Using Formatting Tools
- Checking Spelling & Using Thesaurus
- Using Undo & Redo
- Adding a Timestamp to Notes
- Creating a Bulleted & Numbered List
- Tagging Notes
- Creating An Outline

TEMPLATES & PAGES

- Using Existing Templates
- Creating New Templates
- Setting Default Template
- Setting Page Size, Margins and Orientation
- Change Page Background Color
- Inserting Rule Lines
- Previewing & Printing OneNote Pages

USING DRAWING TOOLS

- Drawing Free Form
- Creating a Favorite Pen or Highlighter
- Adding Shapes & Lines
- Using the Eraser
- Selecting Lines & Shapes
- Formatting Drawing Objects
- Moving & Resizing Drawing Objects
- Using the Panning Hand Tool
- Layering & Rotating Objects

WORKING WITH TABLES

- Creating a Table
- Inserting & Deleting Rows & Columns
- Hiding Table Borders
- Adjusting Column Width in a Table
- Adjusting Row Position in a Table
- Changing Cell Alignment

WORKGROUP COLLABORATION

- Sending a Page by E-mail
- Sharing Notebooks with Others
- Synchronizing Shared Notebooks
- Searching for Notes by Author
- Finding Recently Edited Notes

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