



INFOCUS COURSEWARE

Microsoft OneNote 2016



Product Code: INF1644

ISBN: 978-1-925526-04-2

❖ General Description

The skills acquired by working through this publication will enable you to effectively use **Microsoft OneNote 2016** to research, capture, organise and share information.

❖ Learning Outcomes

At the completion of this course you should be able to:

- start **OneNote** and open and navigate notebooks
- create a new simple notebook
- work with sections and pages in a notebook
- add various forms of content to a notebook
- gain an understanding of working with linked notes
- create and use **Quick Notes**
- apply formatting to note text
- work with note containers
- create and work with an outline
- work with tables
- use the drawing tools to create basic drawings
- create and work with tags
- search in notebooks
- create and work with a custom template
- apply page formatting
- print and export notebooks
- work with the security features in **OneNote**
- share and work on shared notebooks
- work with the **Outlook** integration features in **OneNote**

❖ Prerequisites

Microsoft OneNote 2016 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

149 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Product Information



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Contents

Getting to Know OneNote 2016

- What Is OneNote
- What Can You Do With OneNote
- Setting OneNote 2016 as the Default App
- Starting OneNote in Windows 10
- Signing in to OneNote 2016
- The OneNote Screen
- Understanding Backstage View
- Opening a Notebook
- Showing and Collapsing the Ribbon
- Using the Ribbon
- Navigating With the Notebooks Pane
- Working With the Notebooks Pane
- Understanding OneNote Views
- Changing the View
- Closing a Notebook
- Exiting OneNote

Your First Notebook

- Understanding OneNote Files
- Creating a New Notebook
- Typing a Note
- Creating Pages
- Creating Subpages
- Creating Sections
- Creating Section Groups

Sections and Pages

- Renaming Sections and Pages
- Working With Page Groups
- Moving Sections and Pages
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- Inserting Space on a Page
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- Deleting Unwanted Notebooks

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- Inserting Screen Clippings With Send to OneNote
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- Linking to a Web Page
- Sending Web Notes to OneNote
- Adding OneNote Web Clipper
- Using OneNote Web Clipper

Working With Linked Notes

- Understanding Linked Notes
- Starting a Linked Notes Session
- Ending a Linked Notes Session
- Starting Linked Notes From Word or PowerPoint
- Viewing Linked Notes
- Removing Note Links
- Disabling and Re-Enabling Linked Notes
- Using the Research Pane

Using Quick Notes

- Understanding Quick Notes
- Creating a Quick Note
- Keeping a Quick Note Visible
- Reviewing Your Quick Notes
- Moving Quick Notes to Existing Notes

Formatting Notes

- Formatting Text
- Using Bulleted and Numbered Lists
- Checking the Spelling
- Applying Styles to Text
- Adding Paragraph Spacing

Working With Note Containers

- Resizing a Note Container
- Merging the Contents of Note Containers
- Moving a Note Container

Outlining

- Creating an Outline
- Selecting Levels in an Outline
- Collapsing and Expanding Details
- Moving Content in an Outline

Working With Tables

- Inserting a Table
- Adding Content to a Table
- Selecting Content in a Table
- Inserting Rows and Columns
- Deleting Rows and Columns

- Formatting a Table

Using the Drawing Tools

- Understanding Pen Mode
- Inserting Shapes
- Drawing With the Pen Tool
- Selecting Shapes
- Modifying Drawings
- Converting Ink to Text
- Creating a Favourite Pen

Tagging Notes

- Tagging Content
- Creating Custom Tags
- Modifying Tags
- Removing Tags From Notes
- Finding Tagged Notes

Searching Notebooks

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- Using Quick Search
- Using the Search Results Task Pane
- Turning on Search and Text Recognition

Templates

- Understanding OneNote Templates
- Creating a New Page Based on a Template
- Creating a Custom Template
- Setting a Default Template
- Deleting a Custom Template

Formatting Pages

- Specifying Paper Size
- Changing Print Margins
- Setting Page Colours and Rule Lines
- Adding a Background Picture

Printing and Exporting Notebooks

- Understanding the Print Dialog Box
- Printing With the Print Dialog Box
- Printing From Print Preview
- Exporting OneNote Content
- Exporting Content as a Word File
- Exporting Content as a PDF or XPS File
- Exporting Content as a Web Page
- Sending Pages in Different Formats



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Security Features

- Locking a Section With a Password
- Locking All Protected Sections
- Unlocking a Protected Section
- Removing a Password
- Setting Password Protection Options
- Setting Backup Options

Sharing Notebooks

- Understanding Sharing Notebooks on OneDrive
- Creating a New Shared Notebook
- Sharing an Existing Notebook
- Inviting Others to Share Your Notebook
- Opening a Shared Notebook
- Viewing New or Changed Content
- Searching Shared Notebooks by Author
- Viewing Page Versions
- Synchronising a Shared Notebook
- Changing Permissions and Removing Users
- Using Sharing Links
- Accessing Shared Notebooks on the Web

Integrating With Outlook

- Emailing OneNote Pages
- Sending Email Messages to OneNote
- Inserting an Outlook Meeting Into a Note
- Creating an Outlook Task From a Note
- Sharing a Meeting With Others



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