

Microsoft OneNote 2013

General Description

Create secure, organised and searchable notebooks to capture and share information.

Learning Outcomes

- Navigate the OneNote screen and perform basic notebook file management
- Create a new notebook, type a note and add pages, subpages, sections and section groups
- Rename, move, copy and delete sections and pages
- Add external content, insert pictures, attach files and create links to web pages
- Produce and manage linked notes from Microsoft Word, PowerPoint and Internet Explorer
- Create quick notes for note taking on the fly
- Apply basic text formatting, add paragraph spacing and create bulleted and numbered lists
- Merge notes and adjust the position and size of note containers
- Organise content in a multi-level outline structure
- Insert, restructure and format a table
- Insert shapes, draw with the Pen tool and convert ink to text
- Use pre-built and custom tags to categorise and find notes
- Search notes using quick search and use the search results task pane
- Add new pages based on pre-made templates and create custom templates
- Specify paper size, change print margins, display rule lines and add a background picture
- Print notebooks and export OneNote content as a Word, PDF or XPS file
- Lock sections with passwords and set notebook backup options
- Create a new shared notebook, share an existing notebook and access shared notebooks on the web
- Email OneNote pages, insert an Outlook meeting into a note and create an Outlook task from a note

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting To Know OneNote 2013

Your First Notebook

Sections and Pages

Adding Content

Working with Linked Notes

Using Quick Notes

Formatting Notes

Working with Note Containers

Outlining

Working with Tables

Using the Drawing Tools

Tagging Notes

Searching Notebooks

Templates

Formatting Pages

Printing and Exporting Notebooks

Security Features

Sharing Notebooks

Integrating with Outlook