

OneNote Introduction/Intermediate – 2 days



Course Objectives

This course aims to enable delegates to organise and share notes easily on a PC.

When using OneNote on the Tablet PC, you gain additional flexibility to take handwritten notes and draw diagrams as part of your notes.

Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Take Notes

- Handwriting recognition and conversion to typed text
- Draw sketches using the Pen
- Use an Inking Device for better results
- Using the Selection Tool
- Using New Clipboard for Cutting & Pasting
- Pasting text from a Web Page

Add Sections, Folders, Pages and SubPages

- Adding Sections or Folders
- Adding Pages or SubPages

Move Text

- Move a complete block of Text
- Move a Line of Text
- Shuffling Lists

Move or Resize Drawings

- Move Drawings using the Selection Tool
- Resize Drawings using the Selection Tool
- Using the Resize Handles

Save in OneNote

- Saving Automatically
- Using the Save as Command

Personalise OneNote

- Section Tab Colour
- Page Header Area
- Change Pen
- Page Title on Page Tab
- Rule Lines
- Custom Stationery

Side Note

- Using Side Note
- Positioning Side Note

Note Flags

- Using the predefined Note Flags
 - To Do Flag
 - Important Flag
 - Question Flag
 - Remember for Later Flag
 - Definition Flag
- Create your own Flag using four undefined Flags
- Changing predefined Flags
- Selecting symbols for Flags

Find Note Flags

- Using the Note Flags Summary task pane
- Sorting/Grouping Note Flags by particular section, by when the notes were taken and sorting by Flag name

Creating a List of Flagged Notes

- Using the Note Flags Summary task pane
- Using the Create Summary Page button
- Deleting Note Flags

Search your Notes

- Learn to search your notes
- Learn to find particular words using the Find Function
- Learn to find particular phrases using the Find Function
- Using the Clear Find Highlighting Button

Audio Notes

- Use Audio Recording to record lecture notes

OneNote Calendar

- Navigating through the Calendar
- Delegating responsibility and Sharing Tasks
- Accessing others calendars
- Sharing Contact Lists
- Listing everyone Tasks and Goals within Calendar

OneNote E-mails

- Send and Receive E-mails
- Flagging E-mails by priority or time sensibility
- Organising E-mails by Conversation