

MICROSOFT ONENOTE 2013 ESSENTIALS

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Microsoft OneNote
2013 Essentials



COURSE LENGTH: 1.0 DAYS

Developing basic skills in Microsoft OneNote 2013 includes creating and syncing notes, applying text effects, formatting, inserting, transferring, removing and searching objects.

The PD Training Microsoft OneNote 2013 Essentials Training Course provides understanding and skill development in the basic tools built into OneNote 2013, so that you can use it efficiently to collaborate across your projects.

This highly valuable and dynamic training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

Contact us today for a [group quote](#).

MICROSOFT ONENOTE 2013 ESSENTIALS COURSE OUTLINE

FOREWORD

During this training course, participants learn all the basic functions and features of OneNote 2013 that allows them to create exquisite notes, store them, and share them with others and on other devices. The course uses screenshots, graphics and teaching tools to help faster learning and better retention.

After participating in this short course, participants develop important skills in using OneNote 2013 to help them effortlessly conduct essential tasks such as working with page versions, using drag and drop, customising tags, creating a new Quick Note, viewing recent edits, and working with Outlook tasks.

OUTCOMES

After completing this course, participants will have learned to:

- ▶ Open and close NoteBook
- ▶ Understand the interface
- ▶ Save NoteBooks
- ▶ Type text and titles
- ▶ Format text
- ▶ Add sections and section groups
- ▶ Add pages and create sub-groups
- ▶ Use the templates pane
- ▶ Use the navigation bar
- ▶ Work with page versions
- ▶ Customise tags
- ▶ Take a screen clipping
- ▶ Use instant search
- ▶ Insert a table
- ▶ Add a file
- ▶ Add images
- ▶ Insert links
- ▶ Use the calculator
- ▶ Draw in OneNote
- ▶ Review and share notes
- ▶ Timestamp items

MODULES

Lesson 1: The Basics

- ▶ Getting Started
- ▶ Signing In
- ▶ Opening Notebooks
- ▶ About the Notification Icon
- ▶ Using the Page Tabs
- ▶ Lesson 1: Review Questions

Lesson 2: Your First Notebook

- ▶ Creating a Notebook
- ▶ Creating Pages and Subpages
- ▶ Working with Pages and Subpages
- ▶ Working with Containers
- ▶ Entering and Deleting Text
- ▶ Checking Your Spelling
- ▶ Lesson Two: Review Questions

Lesson 3: Formatting Text

- ▶ Changing the Font Face, Size, and Color
- ▶ Highlighting Text
- ▶ Applying Text Effects
- ▶ Applying Styles
- ▶ Using the Format Painter
- ▶ Clearing Formatting
- ▶ Using Cut, Copy, and Paste
- ▶ Dragging and Dropping Text
- ▶ Using Undo and Redo
- ▶ Lesson Three: Review Questions

Lesson 4: Using Pages and Sections

- ▶ Adding Sections and Section Group
- ▶ Adding Pages and Creating Sub-Pages
- ▶ Renaming and Deleting Pages
- ▶ Working with Sections and Section Groups
- ▶ Lesson Four: Review Questions

Lesson 5: Using Quick Notes and Docked Notes

- ▶ Creating a Quick Note
- ▶ Managing Quick Notes
- ▶ Docking and Undocking a Window
- ▶ Changing Ribbon Display Options
- ▶ Customising the Quick Access Toolbar
- ▶ Lesson Five: Review Questions

Lesson 6: Using Tags

- ▶ Applying Tags
- ▶ Creating Tags
- ▶ Removing Tags
- ▶ Searching for Tags
- ▶ Lesson Six: Review Questions

Lesson 7: Using the Send To OneNote Tool

- ▶ Showing and Hiding the Send To OneNote Tool
- ▶ Creating a Screen Clipping
- ▶ Sending Information to OneNote
- ▶ Creating a Quick Note
- ▶ Lesson Seven: Review Questions

Lesson 8: Using Basic Note Tools

- ▶ Creating Lists
- ▶ Inserting Tables
- ▶ Inserting Pictures
- ▶ Creating Links
- ▶ Inserting Files
- ▶ Lesson Eight: Review Questions

Lesson 9: Using the Drawing Tools

- ▶ Drawing Objects
- ▶ Using OneNote with a Touchscreen
- ▶ Drawing Freehand or Handwriting
- ▶ Converting Ink to Text
- ▶ Lesson Nine: Review Questions

Lesson 10: Reviewing Your Notes

- ▶ Checking Your Spelling
- ▶ Using the Thesaurus
- ▶ Time Stamping Items
- ▶ Lesson Ten: Review Questions

Lesson 11: Sharing Your Notebook

- ▶ Creating Shared Notebooks
- ▶ Sending Invitations
- ▶ Using Shared Notebooks
- ▶ Stopping Sharing
- ▶ Lesson Eleven: Review Questions

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)