

# Microsoft® Office OneNote

## Level 2

Microsoft Office OneNote is the newest version of Microsoft's note taking software. This course explores all the basics needed to become proficient with OneNote. Whether you're using OneNote for the first time, or have been using it for years, this course will help you make the most of OneNote's new features and interface.

Highlights of the course include how to save and manage OneNote files and add shapes, tables, and images to notes. It also covers page templates, changing a page's setup, and how to use, customize, and search for tags. Finally, this course will discuss how to use and customize research tools as well as create outlines in OneNote.

**Duration:** 1 Day

**Price:** \$295

### Topics

#### Section One: Managing OneNote Files

- Lesson 1.1: Backing up OneNote Files
- Lesson 1.2: Saving OneNote Files
- Lesson 1.3: Managing Notebook Properties
- Lesson 1.4: Managing OneNote Files

#### Section Two: Adding Shapes and Images to Notes

- Lesson 2.1: Drawing Shapes
- Lesson 2.2: Working with Shapes
- Lesson 2.3: Inserting Pictures
- Lesson 2.4: Working with Pictures
- Lesson 2.5: Advanced Picture Tasks

#### Section Three: Using Tables in OneNote

- Lesson 3.1: Inserting Tables
- Lesson 3.2: Working with Tables
- Lesson 3.3: Formatting Tables

#### Section Four: Customizing OneNote Pages

- Lesson 4.1: Using Page Templates
- Lesson 4.2: Changing Page Setup
- Lesson 4.3: Customizing the Current Page

#### Section Five: Using Tags in OneNote

- Lesson 5.1: Using Basic Tags
- Lesson 5.2: Customizing Tags
- Lesson 5.3: Searching for Tags

#### Section Six: Researching and Organizing Information

- Lesson 6.1: Using OneNote Research Tools
- Lesson 6.2: Customizing OneNote's Research Tools
- Lesson 6.3: Creating an Outline with OneNote