

# Microsoft® Office OneNote

## Advanced

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 attach files to notes, create and use audio/video files, and how to use OneNote with Microsoft Outlook. It also covers handwritten text, custom drawing and input methods, and how to share and collaborate with others in OneNote. The basics of the OneNote Web App are also described. Finally, this course will discuss how to work with hyperlinks and linked files, perform basic math, create custom equations, and use a variety of OneNote customization options.

**Duration:** 1 Day

**Price:** \$295

### Topics

#### Section One: Integration with OneNote

- Attaching Files to a Note
- Inserting Audio and Video Files
- Working with Audio and Video Files
- Sending Information to OneNote
- Using OneNote with Microsoft Outlook

#### Section Two: Working with Handwritten Text

- Adding Handwritten Text
- Working with Handwritten Text
- Using OneNote's Highlighters

#### Section Three: Sharing and Synchronizing

##### OneNote Information

- Creating Shared Notebooks
- Using the OneNote Web App
- Keeping Notebooks Up to Date
- Working with Versions
- Collaboration Tools

#### Section Four: Advanced Topics

- Working with Hyperlinks
- Linking Notes
- Doing Math with OneNote
- Doing More with Equations

#### Section Five: Customizing OneNote

- Using the OneNote Options Dialog
- Changing General Options
- Changing Advanced Options
- Customizing OneNote's Security