



# Microsoft® OneNote® for Windows® 10

Duration: 1 Day

Method: Instructor-Led Training (ILT)

## Course Description

In this fast-paced digital world, there is an ever-present need to capture ideas, meeting notes, and to-do items. This course provides a way for participants to efficiently create and collect their notes in an electronic notebook. It will introduce them to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others.

## Target Audience

This course is intended for:

- Persons in a variety of roles and fields who want to incorporate digital note-taking and note collaboration by using this software.

## Prerequisites

To attend this course, candidates must have:

- Windows® end-user skills such as:
  - Starting and closing applications.
  - Navigating basic file structures.
  - Managing files and folders.
- Basic understanding of the Microsoft Office productivity suite.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate and customize the OneNote for Windows 10 environment.
- Add and format text, images, tables, and drawing objects in a notebook.
- Use tags, organize notebooks, and search notebook content.
- Send and share notebook content.
- Configure password protection and restore deleted notebook content.



## Course Topics

### Module 1: Getting Started with OneNote

- Navigate the OneNote for Windows 10 Environment
- Customize the OneNote User Interface

### Module 2: Adding and Formatting Notebook Content

- Apply Formatting to Notebook Content
- Insert Files
- Insert Tables
- Use Drawing Tools

### Module 3: Organizing and Searching Notebooks

- Use Tags
- Organize and Search Notebooks

### Module 4: Sending and Sharing OneNote Content

- Share OneNote Content
- Share OneNote Content Using OneDrive

### Module 5: Managing Notebook Content

- Configure Password Protection
- Restore Notebook Content

## ACTIVITIES INCLUDED

