



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft Office OneNote 2016: Level 1

Course Length: 1 day

Course Content

Lesson 1: Getting Started with OneNote

Topic A: Navigate the OneNote 2016

Environment

Topic B: Use Templates

Topic C: Customize the OneNote User Interface

Lesson 2: Adding and Formatting Notebook Content

Topic A: Apply Formatting to Notebook Content

Topic B: Insert Images and Audio into a Notebook

Topic C: Add Quick Notes and Links

Topic D: Use Drawing Tools

Lesson 3: Embedding and Attaching Files

Topic A: Embed Excel Spreadsheets

Topic B: Attach Other File Types

Lesson 4: Organizing and Searching Notebooks

Topic A: Use Tags

Topic B: Organize and Search Notebooks

Lesson 5: Finalizing a Notebook

Topic A: Proof and Print a Notebook

Topic B: Configure Password Protection and Notebook Properties

Lesson 6: Managing Notebook Files

Topic A: Export Content from OneNote Notebooks

Topic B: Back Up and Restore Notebook Content

Lesson 7: Sending and Sharing OneNote Content

Topic A: Send OneNote Content in Other Formats

Topic B: Share OneNote Content by Using OneDrive