

# Microsoft® Office OneNote® 2016

## Course Specifications

**Course Number:** ELK91-065\_rev1.0

**Course Length:** 1 day

## Course Description

**Overview:** In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® Office OneNote® 2016 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you 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. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office.

**Course Objective:** In this course, you will develop digital note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft Office programs.

You will:

- Navigate and customize the OneNote interface and environment.
- Add and format text, images, audio, links, and drawing objects to a notebook.
- Embed Excel spreadsheets and attach other files to a notebook.
- Categorize, organize, and search notebook content.
- Check spelling in, print, and password-protect notebooks.
- Use Outlook and OneDrive to send and share notebook content.
- Export notebook content and manage notebook history and backups.

**Target Student:** This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office 2016 and want to incorporate digital note-taking and note collaboration by using Microsoft OneNote 2016. In addition to creating and modifying OneNote notebooks, this course will introduce you to inserting images and embedding files into notebooks, categorizing content, sharing content with OneDrive®, and exporting content to other file formats.

**Prerequisites:** To ensure your success in this course, you should have Windows end-user skills that include starting and closing applications, navigating basic file structures, and managing files and folders. Previous experience with OneNote is not required; however, having a basic understanding of the Microsoft Office productivity suite would be beneficial. You can obtain this level of skill and knowledge by taking either one of the following Logical Operations courses, or any similar course in general Microsoft Windows skills:

- Using Microsoft® Windows® 10
- Microsoft® Windows® 10 Transition from Windows® 7

## Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz 32-bit or 64-bit processor
- 1 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 25 GB available disk space
- DirectX 10 graphics card and a 1,024 × 576 or higher resolution monitor (1,024 × 768 resolution or higher monitor recommended)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen
- Headphones or ear buds for listening to the audio and video files

## Software Requirements

- Microsoft® Office Professional Plus 2016 (Specifically, students need OneNote 2016 and Outlook 2016.)
- Microsoft® Windows® 10 Professional or Enterprise

Although it may be possible to deliver course content by using Microsoft Office OneNote 2016 on a Windows 8 or 8.1 installation, this course was written and tested on Windows 10 Pro. If you plan to teach this course using a different version of Windows, you should key through the course completely to note what will be different before you deliver the course to students.

## 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

**Appendix A: Microsoft OneNote 2016 Common Keyboard Shortcuts**