

## Microsoft OneNote for Windows 10

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### Course Summary

#### Description

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft OneNote for Windows 10 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.

#### Objectives

At the end of this course, students 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.

#### Topics

- Getting Started with OneNote
- Adding and Formatting Notebook Content
- Organizing and Searching Notebooks
- Sending and Sharing OneNote Content
- Managing Notebook Content

#### Audience

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office and want to incorporate digital note-taking and note collaboration by using OneNote for Windows 10. In addition to creating and modifying OneNote notebooks, this course will introduce you to inserting images and files into notebooks, managing notebooks, and sharing content.

#### 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. To meet these prerequisites, you can take any one or more of the following Logical Operations courses or any similar course in general Microsoft Windows skills, or possess the equivalent skill level:

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

#### Duration

One day

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### Course Outline

- I. *Getting Started with OneNote*
  - A. Navigate the OneNote for Windows 10 Environment
  - B. Customize the OneNote User Interface
- II. *Adding and Formatting Notebook Content*
  - A. Apply Formatting to Notebook Content
  - B. Insert Files
  - C. Insert Tables
  - D. Use Drawing Tools
- III. *Organizing and Searching Notebooks*
  - A. Use Tags
  - B. Organize and Search Notebooks
- IV. *Sending and Sharing OneNote Content*
  - A. Share OneNote Content
  - B. Share OneNote Content Using OneDrive
- V. *Managing Notebook Content*
  - A. Configure Password Protection
  - B. Restore Notebook Content
- VI. *Appendix A: Microsoft OneNote for Windows 10 Common Keyboard Shortcuts*