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Your Total Training Resource

Microsoft® OneNote®

It's your very own digital notebook, so you can keep notes, ideas, web pages, photos, even audio and video all in one place. Whether you're at home, in the office, or on the move, you can take it all with you wherever you go while sharing and collaborating with others. Use it for school assignments, work projects, travel plans, party planning, and more. Microsoft OneNote is a free-form information gathering and multi-user program environment. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network. You can organize text, pictures, digital handwriting, audio, video, and more, in one notebook. It provides powerful search capabilities to easily find information and you can share your notebooks and work together with others more efficiently.

T**he modules for OneNote are as follows:**

- Module 1 – Freeform Digital Notebook

To Schedule / Need Additional Information

To schedule sessions, receive more information or for questions/clarifications contact us at:

Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarrroll@c-kg.com or
Phone: (630) 495-0505 or (800) 869-7497.

To see a complete list of our current computer training options click here.

Module 1 – Freeform Digital Notebook

Notebook Creation:

- Learn that this program is the digital version of a 3-ring notebook, comprised of sections (tabs), pages, subpages and subpages of subpages.

- Create a digital notebook file.

- Create new sections (tabs) to group pages under.

- Create section groups to contain and organize related sections.

- Password protect individual sections and section groups.

- Insert new pages contained under each section.

- Understand page hierarchy where you can have pages at up to 3-levels.

- Insert pages underneath pages and more page's underneath those (page, subpage, sub-subpage).

- Set the OneNote program window to always being on top of all other application windows using the always on top feature.

- Use the new window button to create a second window displaying the same notebook to see 2 areas of the notebook at the same time.

Manage Pages and Sections:

- Rename pages.

- Use your mouse to re-arrange the ordering of your pages.

- Demote pages to the second or third level using the mouse.

- Promote pages to previous levels using the mouse.

- Delete pages and undo the deletions.

- Move or copy a page to a different section or a different section of another notebook using the copy/cut paste tools or the move copy tool.

- Rename the section tab name.

- Use your mouse to re-arrange the ordering of your sections.

- Merge a section including all contained pages into another section in the current notebook or another notebook file.

- Move or copy sections and contained pages to other notebook files.

- Export a section, including all contained pages, to a Word, PDF or webpage file format.

- Delete a section and all contained pages and then undo the deletions.

- Set the color of the section.

- Set a password on a single section to keep the page content from being displayed without knowledge of the password.

- Learn how to quickly apply the same password to all sections of your notebook.

- Use the zoom in and zoom out buttons, zoom drop down or the mouse zoom technique.

- Use the page width zoom to zoom out far enough to see the page's width.

Page Templates:

- Create professionally-looking pages using page templates.
- Save time designing your pages by using this powerful tool.
- Create new pages using templates in the categories of academic, business, decorative, planners and from scratch.
- Customize the template pages for your specific needs.
- Create new templates from the initial offerings.
- Learn about accessing templates from outside sources.

Page Text Content:

- Understand that text is contained in text boxes making it easy to begin typing anywhere on page.
- Name or rename the page by entering that text on the page header area.
- Add new text by clicking or double clicking anywhere on the page.
- Add the date and time timestamp to each text entry.
- Modify and edit the entry.
- Use the mouse to move, copy or delete the text or text box.
- Insert special symbols not found on the standard keyboard.
- Insert math formulas from an extensive listing of formulas.
- Use the quick note tool to create a new page of text in the quick notes default notebook. Use the insert space tool to split the content of the page by moving the bottom half down or the right half to the right, thus opening an area to insert new content.
- Use this same tool to close in on empty space by pulling content up and/or to the left.

Formatting Text and Bulleting:

- Change the default font, size and color of text that you enter, so that it's always using those properties.
- Change the formatting for selected text or text as you time, by applying font, color, size, bold, italic and underline.
- Apply the strikethrough to target text that might be in question of keeping.
- Apply the superscript and subscript to text and numbers that you want to raise or lower from the existing line position.
- Use the highlighter to color highlight selected text using the traditional colors you've grown up with.
- Apply text alignment including centering, left and right and justification.
- Apply pre-set styles that represent multiple formats.
- Remove all formatting by applying the clear all formatting tool.
- Create single leveled bulleted and numbered lists.
- Use indent to create a hierarchical multi-leveled bulleted or numbered outline list.
- Customize the bulleting and numbering with a variety of special characters.
- Change alignment and spacing of bullets and lines.

Page Formatting:

- Change the page view to normal or full page.
- Select page color or none.
- Set the page size to be infinite or specific dimensions.
- If choosing specific size, specify the page dimensions and margins.

Freehand Writing:

- Learn how to enter your text information without a keyboard using a touchscreen computer or tablet.
- Use the pen and marker tools to enter text just by pressing and dragging your finger as if it were a pen, on the screen's surface.
- Use a variety of pen thicknesses, colors and styles.
- Optionally convert handwritten information into typed information using the ink to text conversion tool.
- Draw mathematical symbols and formulas and then convert to standard math graphic designs using the ink to math conversion tool.

Content Tags:

- Learn how you can use tags that allow you to easily return to information that you want to follow up on, remind yourself about or send to others.
- Learn how you can also use tags to categorize and prioritize notes because the tags and their labels can be used for searching your notebooks.
- Learn how tag search results can be combined into a notes page to create checklists, to do lists and other

convenient ways of using and acting upon your information.

- Apply a tag to your notes.
- Search for and list note tags throughout your notebook.
- Remove tags assigned to some of your notes.

OneNote Outlook Tools:

- Learn how to create Outlook tasks in OneNote to help you manage deadlines and remember things on your to-do lists.
- Work on those tasks by viewing a task summary in Outlook.
- Mark as complete those tasks you've finished either in Outlook or in OneNote.
- Learn how to e-mail the current page, automatically through Outlook.
- Learn to insert an Outlook meeting and details onto a OneNote page with a few clicks of the mouse.

Shape Drawing:

- Learn how to draw basic shapes, lines, arrows and graphs.
- Modify these shapes in size, color and direction.
- Rotate and flip any object to exactly the degree angle you need.
- Arrange multiple objects so where you can stack each object at its own level.
- Add a OneNote tag to the shape and apply an Outlook task to boot.

Tables and Spreadsheets:

- Learn the role that OneNote-Tables and Excel-Tables play in the orderly display of text and numeric information.

- Learn how to create OneNote-Tables using the "Tab-Key", "table-grid" and "insert-table" table creation tools.

- Add new rows and columns using the mouse and ribbon.

- Remove existing rows and columns with the mouse and ribbon.

- Adjust column widths using the mouse.

- Hide table borders while keeping the cells.

- Sort table data based on any of the columns.

- Insert a new Excel spreadsheet or an existing one with the look and feel of a regular table.

- Convert an existing table into an Excel Spreadsheet.

- Insert a new or existing Visio drawing.

Insert Multi-Media:

- Use the screen clipping tool to take snapshots of specific areas of your screen to use as picture content.

- Add pictures stored on your computer or cloud storage medium.

- Use the online pictures tool to find and insert internet-based clipart and pictures, those found using the Bing search engine and social media sites.

- Learn to resize, move and layer pictures with other content.

- Learn how to use OneNote to record meetings, conference calls, classes, interviews, focus groups, brainstorm sessions, personal journals, and anything else you don't want to forget.

- Learn how to synchronize the notes that you are typing with the audio that is being recorded.

- Understand how to instantly playback any recording.

- Modify recording setting to make sure you get the very best.

Linking and Embedding:

- Create friendly looking links from existing text and objects on a page.

- Insert links to internet and intranet websites, links to files located anywhere or to pages in the current or other notebook files.

- Learn how to modify and customize links that you already have.

- Delete the link. Learn about OneNote's ability to embed videos right into a page.

- Add videos from a variety of sources, with more to come.

- Create interactive notebooks to share with others.

- Resize videos, relocate videos and delete them if necessary.

- Learn how to use the "dock to desktop" panel to link notes to anything you are researching including web pages and application documents.

- Learn how to create various links to several different areas.

File Attachment and Printout Tool:

- Learn how to use the file attachment tool to collect and keep all kinds of information in one place.

- Insert an attachment instead of retyping information or relying on links to documents and files that may become unavailable when you go offline.

- Edit the contents of the attached file.

- Learn how to insert content information from files on your computer without having to attach or link.

- Insert the information contained in any type of file and copy it onto a page as content… it's like printing on the notebook's page.

- Reposition the file printout anywhere on the page or notebook.

- Copy the text from the file printout anywhere in the notebook.

- Annotate the printout text with additional text.

- Set options that will make this feature a success.

Spot Notebook Changes:

- Use the unread-feature to spot those sections and pages (bolded names) that have been updated in some way by the users you've shared your notebook with.

- Mark a page either read or unread.

- Use the recent edits tool to list those pages that have been added and those pages where content has been added or changed.

- Use the page versions tool to list previous versions of each notebook page.

- Use the author tools to find all changes made and all things added, grouped by author (shared user).

- Navigate the list and jump to the areas with specific changes.

- Toggle the hide authors button to hide or show the initials of the author having made the change to that piece of content.

Sharing Notebooks:

- Learn how to share your workbook with other users.

- Create a new shared workbook.

- Share an existing workbook instead.

- Inviting others to share in your workbook.

- Create a new Set of passwords on those sections of your notebook that you don't want shared users to access.

Review Finishing Tools

- Learn how to use the automated spelling and grammar tools.

- Spell check and grammar check your entire notebook file.

- Use the thesaurus tool to find replacement words and phrases throughout the notebook.

- Translate selected text into one of over 40 world languages.