

OneNote (Desktop App) : OneNote (Desktop App)

Develop digital note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft Office programs. Store a wide variety of content in an organized structure, access the content from anywhere and share it with others.

Course Outcomes

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

- Navigate and customize the OneNote environment and create your first notebook.

- Add and format various types of notes and note elements, including text, links, and drawing objects.

- Add images, video, audio, Excel spreadsheets, and other types of files to a notebook.

- Organize, categorize, and search notebook content.

- Finalize notebook content by checking spelling, printing copies, and password-protecting notebooks.

- Manage notebooks by exporting content and working with history and backups.

- Share notebooks using Outlook and collaborate with colleagues using OneDrive.