

**Microsoft OneNote: Information Management**

**Course Number:** M365-128
**Duration:** 0.5 days

**Overview**

[Microsoft OneNote](https://www.microsoft.com/en-us/microsoft-365/onenote/digital-note-taking-app) is a digital notetaking tool in the Microsoft 365 suite that automatically saves and syncs your ideas, drawings, notes, and handwritten work. You can tag your notes for follow-up and even share your notes with colleagues for collaboration.

This live, online Microsoft 365 OneNote training course teaches attendees how to capture, organize, surface, reuse, and share information with OneNote.

**Prerequisites**

A general familiarity with the Microsoft Office Suite is presumed.

**Materials**

All OneNote training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365 and Microsoft OneNote
* Related lab files that Accelebrate will provide
* For classes delivered online, all participants need either dual monitors or a separate device logged into the online session so that they can do their work on one screen and watch the instructor on the other. A separate computer connected to a projector or large screen TV would be another way for students to see the instructor's screen simultaneously with working on their own.

**Objectives**

* Create notebooks, sections, and pages
* Work with text-based notes
* Add navigational elements
* Search and tag content

**Outline**

* Introduction to Microsoft OneNote
	+ Course Introduction
	+ What is the Purpose of Microsoft OneNote?
	+ Understanding the Desktop, Mobile, and Online OneNote Applications
	+ Choosing between OneDrive and SharePoint for Notebook Storage
* Creating Notebook Structure
	+ Creating New Notebooks
	+ Creating Sections and Section Groups
	+ Creating Pages and Sub-Pages
	+ Creating Tags
* Text-Based Notetaking
	+ Using Textboxes Effectively
	+ Text Formatting
	+ Working with Tables
	+ Formatting and Entry Shortcuts
* Additional Note Content
	+ Working with Files in OneNote
	+ Working with Images in OneNote
	+ Embedding Video
	+ Recording Audio and Video
	+ Page Templates
	+ Drawing and Shapes
* Navigation and Notebook Management
	+ Creating Conventional Hyperlinks
	+ Creating Wiki Links
	+ Adding and Using Tags
	+ Moving and Copying Pages, Sections, and Notebooks
	+ Sharing Notebooks
	+ Page History and the Recycle Bin
* Conclusion