OneNote

IT Department

Published 11/15/2021

✏️ Course Management

⌄ Course Description

OneNote

⌄ Content

⌄ OneNote Quick Start ⓘ

Learn how to create a Notebook in OneNote

○ Create a notebook

○ Take notes

○ Share and stay organized

○ Set up your mobile apps

○ Confirmation

Not Started

●━━━━━━━━ 0%

⊢ ▷ ~~Start~~ ⊣

∨ Intro to OneNote ⓘ

With OneNote, you can type notes or record audio, sketch or write ideas, add a picture, find notes, organize pages into sections and sections into notebooks, and share notebooks to view and contribute together. Watch this Intro to OneNote overview video and then learn how to sign in, add a new page or section, rename a page or section, open a different notebook, and customize OneNote.

○ What is OneNote?

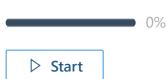○ Start using OneNote

○ Confirmation

Not Started

▬▬▬▬▬▬▬▬▬▬ 0%

⊏ ▷ Start ⊐

∨ Take notes with OneNote ⓘ

Take notes the way you want, insert pictures and files, and create more room in your notebook.

○ Take notes

○ Insert pictures, files, and videos

○ Create more room in your notebook

○ Confirmation

Not Started

▬▬▬▬▬▬▬▬▬▬ 0%

⊏ ▷ Start ⊐

∨ Format notes with OneNote ⓘ

Format notes, pages, and tables to make them look the way you want

○ Format notes

○ Format pages

○ Insert and format tables

○ **Confirmation**

Not Started

━━━━━━━━━━━━━━━ 0%

▷ **Start**

⌄ Draw and sketch with OneNote ⓘ

Draw or sketch in OneNote to bring your notes to life

○ **Draw and sketch**

○ **Create shapes**

○ **Confirmation**

Not Started

━━━━━━━━━━━━━━━ 0%

▷ **Start**

⌄ Stay organized with OneNote ⓘ

To stay organized with OneNote, learn how to search for notes, narrow the search, and organize your notebooks. See how to show navigation panes, move a page from one section to another, copy a page to another section or notebook, and move or copy a section.

○ **Search and find notes**

○ **Organize your notebooks**

○ **Confirmation**

Not Started

━━━━━━━━━━━━━━━ 0%

▷ **Start**

⌄ Share and sync with OneNote ⓘ

Share your notes with others, and password protect private notes

○ **Share your notes with others**

○ **Password-protect private notes**

○ **Confirmation**

Not Started

▬▬▬▬▬▬▬ 0%

▷ Start

⌄ OneNote on mobile devices ⓘ

Use OneNote on iOS, Android, and online so you can connect to and work with your notes no matter where you are
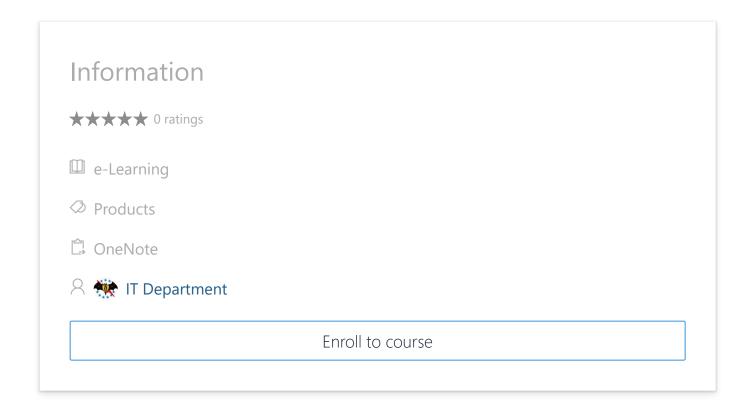
○ OneNote on iOS

○ OneNote for Android

○ OneNote Online

○ Confirmation

Not Started

▬▬▬▬▬▬▬ 0%

▷ Start

Information

★★★★★ 0 ratings

📖 e-Learning

🏷 Products

📋 OneNote

👤 🦅 IT Department

Enroll to course

Certificates

Complete the course to acquire the certificate