Explore how OneNote provides an effective way to create and collect your notes in an electronic notebook will help you capture ideas, meeting notes, and to-do items. Learn how to store a wide variety of content in an organized structure, access the content from anywhere, and share it with others. Navigate and customize the OneNote interface and environment. Add and format text, images, audio, links, and drawing objects to a notebook. Embed Excel spreadsheets and attach other files to a notebook. Categorize, organize, and search notebook content. Check spelling in, print, and password-protect notebooks. Use Outlook and OneDrive to send and share notebook content. Export notebook content and manage notebook history and backups.

DIGITAL NOTEBOOK CREATION

- Relate OneNote to a 3-ring notebook.
- Create a OneNote digital notebook file.
- Benefits of Storing OneNote on the Cloud.
- Learn how information is stored and organized by binder, sections, and pages.
- Navigate the pages, sections, and binders.

NOTEBOOK SECTIONS

- Create new sections to organize pages.
- Color, name, order and remove sections.
- Group sections into Section Groups
- Set Password protection on sections to control access when sharing notebooks.
- Move, copy, and merge notebook sections between other open notebooks.
- Export sections and all contained pages to Microsoft Word, PDF, or web pages format.

NOTEBOOK PAGES AND PAGE HIERARCHY

- Add new pages, rename, and delete
- Set page size from unlimited to standard.
- Change page color and set margins.
- Add lines and grids to page background.
- Apply up to 3-levels of page-hierarchy that includes page, subpage, sub-subpage.
- Demote and promote pages on current page and other pages anywhere.
- Move or copy pages to different sections and different sections in other notebooks.
- Printing pages on paper or to pdf.

SECTION PAGE TEMPLATES

- Access professional business page templates with graphics and objects.
- Create new page templates to use.

ADDING AND FORMATTING PAGE CONTENT

- Add content to blank pages or add content to pre-formatted page templates.
- Learn to copy, move, and delete info.
- Inserting a date/time stamps to an entry.
- Add numeric and character bulleting.
- Insert and collapse empty space with tool.
- Quickly format by applying built-in styles.
- Managing the notebook recycle bin.

ATTACHMENTS, LINKING AND PRINTOUTS

- Attach files from any file source.
- Edit attached or embedded files.
- Hyperlink files locally, network and cloud.
- Link to internet and OneNote pages.

RESEARCH LINKING

- Use "Dock to Desktop" tool to create automatic links to researched web pages and to files locally, network and cloud.
- Use printout tool to insert printed pages of files like spreadsheets and docs.

TABLES, SPREADSHEETS AND DIAGRAMS

- Add tables, format, and manipulate.
- Insert static and linked worksheets.
- Insert a Visio drawing.

SHAPES DRAWINGS AND MULTIMEDIA

- Insert pictures from many source areas.
- Add shapes, lines, and arrows – format size, color, shading, and rotation.
- Use screen clipping and snipping tools.
- Insert online video and video files.
- Record audio / video save and on page.
- Set system to search for spoken words in audio and video file inserts.

SEARCHING AND BOOKMARK TAGS

- Search for word content in audio files.
- Use bookmark tags to categorize.
- Create a hyperlinked auto-generated bookmark list to jump to bookmarks.

OUTLOOK TOOLS

- Insert tasks to link to Outlook's to-do lists.
- E-mail a OneNote notebook page.
- Insert outlook meeting details into any notebook page.

SHARING AND COLLABORATIVE CHANGES

- Sharing notebooks and opening shared.
- Use the author tools to find all changes and things added by all collaborators.

REVIEW AND FINISHING TOOLS

- Apply spelling and grammar tools.
- Use the thesaurus to find better words.
- Translate parts of your notebook to any of 40 or more different languages.