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VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

# MICROSOFT 365 ONENOTE
WEBINAR+VIDEO+ONSITE | ALL VERSIONS
## CAPTURE ORGANIZE & SHARE YOUR IDEAS

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Bring structure, clarity, and accessibility to all your notes, projects, and collaborative content with Capture, Organize & Share Your Ideas. This instructor-led course transforms OneNote into your personal and team-based digital notebook—organized like a three-ring binder and accessible from any device. Learn to capture text, images, audio, videos, embedded files, and handwritten notes across custom sections and pages. Whether you're tracking meetings, planning projects, or collaborating across departments, OneNote provides a flexible, searchable, and secure workspace. This course walks you through notebook creation, formatting, linking, content embedding, Outlook integration, and real-time sharing—all while highlighting powerful tools like templates, tags, drawing features, and multi-level page hierarchies. You'll also explore productivity workflows including Dock to Desktop mode, shared editing, and research linking. By the end, OneNote becomes more than just a notepad—it's your centralized knowledge system, equipped to handle the complexity of modern digital collaboration.

## NOTEBOOK CREATION, ACCESS & CLOUD SYNCING

- Create personal and team notebooks stored on OneDrive or SharePoint
- Access notebooks from desktop, web, and mobile apps
- Navigate the notebook > section > page hierarchy

## CAPTURING NOTES ACROSS ALL FORMATS

- Add typed text, images, web links, and attachments
- Record audio/video notes with time-stamped playback
- Use Sticky Notes and mobile quick capture into synced notebooks

## ORGANIZING & STRUCTURING YOUR WORKSPACE

- Create sections, pages, and nested subpages
- Merge, reorder, color-code, and password-protect sections
- Create topic-based organization systems with drag-and-drop

## TEMPLATES, FORMATTING & DESIGN TOOLS

- Use built-in and custom page templates for structured notes
- Apply heading styles, checkboxes, lists, and formatting controls
- Customize page backgrounds (grid, rule, color) for visual order

## DRAWING, INKING & MATH FEATURES

- Use stylus, mouse, or touch for sketches, annotations, or diagrams
- Convert ink to text or shapes for presentation-ready output
- Insert math equations and solve them using OneNote's math tools

## EMBEDDING FILES & LINKED CONTENT

- Insert live Word, Excel, PowerPoint, and Visio documents
- Add static printouts with scrollable previews
- Use internal and external links to reference other content

## REAL-TIME COLLABORATION & SHARING

- Co-author in shared notebooks with live syncing
- Track edits with contributor indicators and page history
- Share at the page, section, or notebook level with granular controls

## OUTLOOK INTEGRATION & TASK MANAGEMENT

- Link OneNote pages to Outlook calendar events or emails
- Turn notes into Outlook tasks with reminders and tracking
- Email formatted OneNote pages while preserving layout

## TAGGING, SEARCH & KNOWLEDGE MANAGEMENT

- Use tags like To-Do, Important, Idea, and Question
- Search text, tags, audio transcripts, and handwriting via OCR
- Generate summary pages based on tag types

## RESEARCH & DOCK TO DESKTOP MODE

- Use OneNote in split view to take notes while browsing
- Clip screen content and auto-track sources for research
- Embed videos, articles, and source links with attribution
- Managing color output, print presets, and prepress workflows

## CHATGPT FOR NOTE SUMMARIZATION & ENHANCEMENT

- Use AI to summarize meeting notes and clean up content
- Identify action items or restructure messy notes
- Integrate ChatGPT into your research and reflection workflow

## EXPORTING, SECURITY & COMPLIANCE

- Export notebooks or pages to PDF, Word, or web formats
- Apply password protection to sensitive sections
- Use version history and SharePoint integration for audit tracking