**Microsoft® Office OneNote® 2016**

**Training Course Content**

**Course Objective:** Students develop digital note-taking, note-collaboration, and note-synchronizing skills with Microsoft OneNote 2016, which will allow the student to create and update notes; manage lists and outlines; search; add content including voice memos, pictures, and video; take notes in online meetings; and interact with other Microsoft software programs.

**Prerequisites:** Previous OneNote experience is not required. To ensure your success, we recommend that you have a good understanding of how to use the 2016 edition of the Microsoft Office productivity suite. Specific tasks that the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

**What's New in 2016:** OneNote allows you to embed videos onto a page from Office Mix, Vimeo, and YouTube. You can also now send content from your Outlook inbox to OneNote to set reminders. Finally, OneNote allows you to clip a portion of a webpage or the entire page to the notebook using Clipper.

**Lesson 1: Exploring Notebook Structure**

Topic A: Navigate the OneNote 2016 Environment
Topic B: Use Templates
Topic C: Customize the OneNote User Interface

**Lesson 2: Adding and Formatting Notebook Content**

Topic A: Apply Formatting to Notebook Content
Topic B: Insert Images and Audio into a Notebook
Topic C: Add Quick Notes and Links
Topic D: Use Drawing Tools

**Lesson 3: Embedding and Attaching Files**

Topic A: Embed Excel Spreadsheets
Topic B: Attach Other File Types

**Lesson 4: Organizing and Searching Notebooks**

Topic A: Use Tags
Topic B: Organize and Search Notebooks

**Lesson 5: Finalizing a Notebook**

Topic A: Proof and Print a Notebook
Topic B: Configure Password Protection and Notebook Properties

**Lesson 6: Managing Notebook Files**

Topic A: Export Content from OneNote Notebooks
Topic B: Back Up and Restore Notebook Content

**Lesson 7: Sending and Sharing OneNote Content**

Topic A: Send OneNote Content in Other Formats
Topic B: Share OneNote Content by Using OneDrive