

COURSE OUTLINE

Microsoft 365 OneNote: Online

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day(s)	Advanced	VITL	N/A	Microsoft

Course Overview

OneNote 365 Online is Microsoft's cloud-based note-taking and organizational application. OneNote Online includes familiar Office features (such as the ability to add different types of content to a notebook), as well as unique note-taking options, such as handwriting and inking features).

Topics

Getting Started

The first lesson teaches students how to launch OneNote Online and identifies components of the interface. Opening and creating notebooks is covered as well as how to manage pages and sections. The lesson concludes with taking a look at OneNote Online's printing and viewing tools.

TOPIC A: Getting Started with OneNote Online

TOPIC B: Setting Up a Notebook

TOPIC C: Managing Pages and Sections, Part One

TOPIC D: Managing Pages and Sections, Part Two

TOPIC E: Printing and Viewing Notebooks

Working with Notes, Part One

Next, formatting tools, including styles and the Format Painter are covered. Adding images, tables, and other elements such as audio, files and links are also covered.

TOPIC A: Formatting Tools

TOPIC B: Adding Images to a Notebook

TOPIC C: Adding Tables to a Notebook

TOPIC C: Adding Tables to a Notebook

TOPIC D: Adding Other Elements to a Notebook

Working with Notes, Part Two

In this lesson, students will learn about some of the features and tools used to help categorize information. We explore the ways in which you can use OneNote to record handwritten input as well as text highlighting tools.

TOPIC A: Using Tags and Symbols

TOPIC B: Adding Handwritten Text

TOPIC C: Highlighting Text

Finalizing a Notebook

In this final lesson, proofing tools, sharing notebooks, and working with different notebook versions are covered.

TOPIC A: Using Proofing Tools

TOPIC B: Sharing Notebooks

TOPIC C: Working with Notebook Versions

Using Pivot-Tables

Then, we will teach students how to insert PivotTables, work with PivotTable data and how to sort and filter that data.

TOPIC A: Inserting PivotTables

TOPIC B: Working with PivotTable Data

TOPIC C: Sorting and Filtering PivotTable Data

Finalizing Workbooks

In the final lesson, we cover how to insert, edit, and delete comments. Creating and customizing additional worksheets, and some of the ways to customize the view options of each workbook are also discussed. TOPIC A: Using Comments

TOPIC B: Managing Worksheets (Part One)

TOPIC C: Managing Worksheets (Part Two)

TOPIC D: Changing View Options

Exams and Certifications

Notes and Annotations

What is Next
