Microsoft OneNote for Windows 10

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® OneNote® for Windows® 10 provides a way for you to efficiently create and collect your notes in an electronic notebook. Integrate OneNote with Outlook to manage OneNote task in a single application. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and share it with others.

Course Content

### ****Lesson 1:****Getting Started with OneNote

**Topic A:**Navigate the OneNote for Windows 10 Environment

**Topic B:**Customize the OneNote User Interface

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

**Topic A:**Apply Formatting to Notebook Content

**Topic B:**Insert Files

**Topic C:**Insert Tables

**Topic D:**Use Drawing Tools

### ****Lesson 3:****Organizing and Searching Notebooks

**Topic A:**Use Tags and Integrate with Outlook

**Topic B:**Organize and Search Notebooks

### ****Lesson 4:****Sending and Sharing OneNote Content

**Topic A:**Share OneNote Content

**Topic B:**Share OneNote Content Using OneDrive

### ****Lesson 5:****Managing Notebook Content

**Topic A:**Configure Password Protection

**Topic B:**Restore Notebook Content