

**Microsoft OneNote: Information Management**

**Course Number:** M365-128  
**Duration:** 0.5 days

**Overview**

[Microsoft OneNote](https://www.microsoft.com/en-us/microsoft-365/onenote/digital-note-taking-app) is a digital notetaking tool in the Microsoft 365 suite that automatically saves and syncs your ideas, drawings, notes, and handwritten work. You can tag your notes for follow-up and even share your notes with colleagues for collaboration.

This live, online Microsoft 365 OneNote training course teaches attendees how to capture, organize, surface, reuse, and share information with OneNote.

**Prerequisites**

A general familiarity with the Microsoft Office Suite is presumed.

**Materials**

All OneNote training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365 and Microsoft OneNote
* Related lab files that Accelebrate will provide
* For classes delivered online, all participants need either dual monitors or a separate device logged into the online session so that they can do their work on one screen and watch the instructor on the other. A separate computer connected to a projector or large screen TV would be another way for students to see the instructor's screen simultaneously with working on their own.

**Objectives**

* Create notebooks, sections, and pages
* Work with text-based notes
* Add navigational elements
* Search and tag content

**Outline**

* Introduction to Microsoft OneNote
  + Course Introduction
  + What is the Purpose of Microsoft OneNote?
  + Understanding the Desktop, Mobile, and Online OneNote Applications
  + Choosing between OneDrive and SharePoint for Notebook Storage
* Creating Notebook Structure
  + Creating New Notebooks
  + Creating Sections and Section Groups
  + Creating Pages and Sub-Pages
  + Creating Tags
* Text-Based Notetaking
  + Using Textboxes Effectively
  + Text Formatting
  + Working with Tables
  + Formatting and Entry Shortcuts
* Additional Note Content
  + Working with Files in OneNote
  + Working with Images in OneNote
  + Embedding Video
  + Recording Audio and Video
  + Page Templates
  + Drawing and Shapes
* Navigation and Notebook Management
  + Creating Conventional Hyperlinks
  + Creating Wiki Links
  + Adding and Using Tags
  + Moving and Copying Pages, Sections, and Notebooks
  + Sharing Notebooks
  + Page History and the Recycle Bin
* Conclusion