

Prerequisites: **Microsoft OneNote 2010** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of computers and the Windows environment.

Target Audience: **Microsoft OneNote** is a digital notebook that provides a single place to capture, organise, find and use information.

Learning Outcomes:

- Start **OneNote** and open and navigate notebooks
- Work with sections and pages
- Insert many types of different notes
- Work with linked notes
- Create and work with side notes
- Format text and paragraphs
- Work with not containers
- Create and work with outlines
- Create and work with tables
- Use the draw tools to create diagrams
- Create and work with tags
- Use the search features
- Create and work with templates
- Use the page formatting features
- Print and save **OneNote** content into different formats
- Set and work with passwords and alter password and backup options
- Create and work with shared notebooks
- Work with the **Outlook** function in **OneNote**