Microsoft OneNote Training Agenda (Level 100)

Overview

Learn about OneNote, a digital note-taking app that provides a single place for keeping all your notes, research, plans, and information. Notes are easy to organize, print, and share, and you can search and find important information quickly.

Session Summary

Deliver engagement deck → Introduction to OneNote → Create a Notebook → Collaborate with team notebooks → Question and answer

Expectations

- Discover OneNote versions and the differences between them
- Understand how to navigate OneNote and organize content across notebooks, sections, and pages
- Learn how to bring different types of content together
- Understand how to create a notebook and format notes
- Use OneNote to organize meeting notes
- Set up OneNote for team collaboration

Note: While many concepts are relevant to all OneNote versions, this course will be delivered using OneNote for Windows 10 and OneNote for the web.

Engagement Deck

- Organize your world and utilize search
- Gather your thoughts, and then make them even better
- Share and collaborate with your team

Introduction to OneNote

- What is OneNote?
- Versions of OneNote
  - o OneNote for Windows 10
  - o OneNote for the web
  - o OneNote
  - o OneNote for Mac
  - o OneNote for Android
  - o OneNote for iOS

- Navigating OneNote
  - o Work with the Ribbon
  - o Organize your content across notebooks, sections, and pages
  - o Switch between notebooks
  - o View options
- Bring content together
  - o Text
  - o Ink
  - o Mix Media
  - o Math equations
- Find notes easily
  - o Create links to notebooks, sections, pages, and paragraphs
  - o Search notes
  - o Recent notes
  - o Tags
- Accessibility
  - o Accessibility checker
  - o Translate
  - o Immersive Reader
  - o Dictate
- Important things to know
  - o Feed
  - o Notification
  - o Tell Me
  - o Sync status

Create a notebook

- Basic tasks
  - o Create a new notebook
  - o Switch between notebooks
  - o Create sections and pages within notebooks
  - o Type or write notes
- Add content including text, ink, mix media, or math equations
- Format notes
  - o Format text
  - o Insert a table
- Format page
  - o Change page color
  - o Rule lines or grid lines
- Embed content from other sources
- Utilize tags on a page
- Additional features
  - o Send documents and files to OneNote for Windows 10
  - o Researcher
  - o Smart lookup

- o Record audio
- o Replay
- o Email page

Collaborate with Team notebooks

- Share a notebook
    - o Create a sharing link
    - o Configure share settings
- Protect a section with a password
- Insert meeting details
- OneNote team notebooks
    - o M365 group basics
    - o OneNote in SharePoint Online
    - o OneNote in Teams
- Collaborate in a notebook

Question and answer

- Review topics covered
- Additional resources (mention Continued Learning Resources PDF that can be shared post-training)
- Question and answer