

Ref : EB216ONE

# OneNote 2016

Create and share your notes

## Aim

This course aims to teach you to get the best out of the many note-taking features available in OneNote. This course was filmed with the 2016 version of OneNote but also shows the particularities of the online version, which is available with Office 365.

### Target audience

Any users wishing to organise and share their notes using the OneNote 2016 application.

### Level required

For both novices and those who are familiar with OneNote.

### Estimated time to complete the essential module

40 min

## Course content



Video

This module offers to view a video lasting 40 minutes.

### Creating notes and notebooks

- About OneNote 2016
- About OneNote Online
- Creating your first notebook
- Adding text to a note
- Inserting different items into a note
- Inserting audio and video content into a note
- Taking handwritten notes
- Taking notes linked to files
- Using quick notes

### Optimising notes, notes pages and notebooks

- Structuring a notes page
- Using page templates
- Organising notes pages, sections and notebooks
- Searching for notes
- Using OneNote with Outlook

### Collaborating on notes

- Sharing notes
- Managing a shared notebook's edits and versions
- Sending notes
- Protecting a note