

Prerequisites: **Microsoft OneNote** 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**
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