

# MICROSOFT ONENOTE 2016 - COMPLETE

Course Code: 6667

This course explores all the basics needed to become proficient with OneNote 2016. Learn to manage, share and collaborate on your Notebooks.

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft Office OneNote 2016 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office more generally.

## What You'll Learn

Upon completion of the course, participants will be able to accomplish the following:

- Add content and formats to a OneNote Notebook
- Manage Notebooks, history and backups
- Share and collaborate
- Finalize a Notebook

## Who Needs to Attend

This course is meant for people who are interested in learning about Microsoft OneNote.

## Prerequisites

Participants should have a basic knowledge of Windows and word processing prior to attending this class.

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CLASSROOM LIVE

\$295 USD

1 Day

## Classroom Live Outline

### Getting Started with OneNote

- Navigate the OneNote 2016 Environment
- Create a Notebook
- Use Templates
- Customize the OneNote User Interface

### Adding and Formatting Notebook Content

- Apply Formatting to Notebook Content
- Insert Images into a Notebook
- Add Tables
- Add Audio and Video to a Notebook
- Add Quick Notes and Links
- Use Tags, Symbols, Drawing Tools, and Pen Options

### Managing OneNote Notebooks, History, and Backups

- Save and Export Content and Use Alternate File Types
- Manage Notebook Recycle Bins and Backups

### Working with Embedded Files

- Work with Excel Spreadsheets and Visio Diagrams
- Work with Embedded Files

### Sharing and Collaborating with Notebooks

- Send a Notebook and Use Outlook Integration
- Share OneNote Content by Using OneDrive
- Share and Collaborate on Notebooks

### Finalizing a Notebook

- Proof and Print a Notebook

- Configure Notebook Properties and Security
- Search Notebooks

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VIRTUAL CLASSROOM LIVE

\$295 USD

1 Day

## Virtual Classroom Live Outline

### Getting Started with OneNote

- Navigate the OneNote 2016 Environment
- Create a Notebook
- Use Templates
- Customize the OneNote User Interface

### Adding and Formatting Notebook Content

- Apply Formatting to Notebook Content
- Insert Images into a Notebook
- Add Tables
- Add Audio and Video to a Notebook
- Add Quick Notes and Links
- Use Tags, Symbols, Drawing Tools, and Pen Options

### Managing OneNote Notebooks, History, and Backups

- Save and Export Content and Use Alternate File Types
- Manage Notebook Recycle Bins and Backups

### Working with Embedded Files

- Work with Excel Spreadsheets and Visio Diagrams
- Work with Embedded Files

### Sharing and Collaborating with Notebooks

- Send a Notebook and Use Outlook Integration
- Share OneNote Content by Using OneDrive
- Share and Collaborate on Notebooks

### Finalizing a Notebook

- Proof and Print a Notebook

- Configure Notebook Properties and Security
- Search Notebooks

Oct 17 - 17, 2025 | 9:00 AM - 4:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

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