

Level 2 OneNote

Getting Started with OneNote

Introducing OneNote

This section covers items like:

- What the Microsoft OneNote application is
- What you might use OneNote for
- The different parts of the OneNote screen

Setting up a notebook

This section covers items like:

- How to change the Workbook options
- How to start a new Workbook

Customising a notebook

This section covers items like:

- Choosing the View
- Choosing the page size
- Choosing the page colour
- Viewing rule and grid lines

Opening, closing and saving notebooks

This section covers items like:

- How to open a notebook
- How to save a notebook
- How to close a notebook

Using Notebooks

Creating pages and subpages

This section covers items like:

- Creating a new page
- Creating a subpage

Working with pages

This section covers items like:

- Selecting pages and subpages
- Expanding and collapsing groups of subpages
- Arranging pages

Managing pages

This section covers items like:

- Renaming pages
- Deleting pages
- Saving pages

Working with sections

This section covers items like:

- Adding and removing sections
- Renaming a section
- Colour coding sections

Using side notes

This section covers items like:

- How to create side notes
- How to view side notes

Managing content

Working with containers

This section covers items like:

- Adding notes containers
- Modifying notes containers

Managing containers

This section covers items like:

- Selecting containers
- Arranging containers on the page
- Inserting space

Formatting text

This section covers items like:

- Applying basic text formatting
- Using the Format Painter
- Using Styles

Inserting tables

This section covers items like:

- Inserting tables

Inserting pictures

This section covers items like:

- Inserting pictures
- Setting a picture as the background image
- Inserting screen clippings

Using drawing tools

This section covers items like:

- Switching between drawing and selecting modes
- Setting tool options
- Using the pen tool
- Inserting shapes

Copying and pasting from other applications

This section covers items like:

- Copying and pasting from another application into OneNote

Adding links

This section covers items like:

- Adding a link to another part of a notebook
- Adding a link to a webpage
- Adding a link to another file

Making linked notes

This section covers items like:

- Linking notes to another Microsoft application
- Changing Linked Note options

Inserting files

This section covers items like:

- Inserting a file directly onto a page

Using Templates

This section covers items like:

- Creating a new page using a template
- Setting a default template for new pages
- Creating a new template

Using history and backups

This section covers items like:

- Using page versions
- Backing up your notes
- Using the recycle bin

Tagging Information

This section covers items like:

- Adding tags
- Removing tags
- Configuring tag options
- Creating new tags
- Using the tags summary page

Searching for content

This section covers items like:

- Searching individual notebooks
- Searching all open notebooks
- Using the Search Results pane

Sharing and collaborating

Sending content from OneNote

This section covers items like:

- Sharing content via email

Sending content to OneNote

This section covers items like:

- Sending content to OneNote from other applications

Sharing on OneDrive

This section covers items like:

- Sharing a notebook on Microsoft OneDrive

Managing OneDrive files and folders

This section covers items like:

- Creating folders
- Managing files and folders

Setting shared permissions

This section covers items like:

- Sharing a file on OneDrive
- Setting permissions on the file

Using OneNote online

This section covers items like:

- Working on a notebook in OneNote online

Other sharing options

This section covers items like:

- Sharing a notebook on a network drive
- Sharing a notebook on SharePoint

Synchronising changes

This section covers items like:

- Synchronising changes with a shared notebook

Collaborating with others

This section covers items like:

- Showing or Hiding author initials
- Finding notes by author
- Viewing recent edits
- Marking items as read
- Unsharing a notebook