

WBT ONENOTE 2016

PRODUCT INFORMATION



OneNote is an electronic notebook with which you can quickly enter information in an organized fashion. You have the ability to use data from other Office programs or to exchange information between your notebook and Outlook.

Naturally, it is also possible to collaborate with others on notebooks.

PARAMETERS

Version	2.5
Duration	3:30 h
Language	Version 2.5 German Version 2.0 English, Chinese, French (Hybrid), Spanish (Hybrid), Brazilian (Hybrid), Japanese (Hybrid), Italian (Hybrid), Russian (Hybrid)
Release	13.10.2017

TABLE OF CONTENTS

PRETEST

BASIC TASKS

Creating a new notebook

Structuring sections in a notebook

Structuring pages in the notebook

Inserting elements into a notebook

Highlighting content

Working with tags

Quick Notes

Searching in OneNote

Chapter test

EXCHANGING DATA BETWEEN ONENOTE AND OUTLOOK

Interaction with Outlook

Tasks

Chapter test

COLLABORATION IN ONENOTE

Handling and sharing

Web storage location and web app

Refreshing and tracking changes

Chapter test

FINAL TEST

15 Questions
