

PRODUCT INFORMATION

WBT ONENOTE 2016

WHAT DOES THIS COURSE OFFER YOU?

This course provides deep knowledge about the correct use of Microsoft OneNote 2016. The individual functions are explained on the basis of Video Nuggets and deepened by exercises. Prerequisites for successful learning are basic knowledge in the use of Microsoft Office.

Learning time: 3 hours

Languages: English, German, Chinese

Summary

Chapter	Section	Nuggets		
Basic work	Creating a new notebook	Create a new notebook		
		Open a Notebook		
		Export a notebook		
	Structuring sections in a notebook	creating an renaming a section		
		Abschnitte verschieben		
		Die Farbe von Abschnitten einstellen		
		Abschnitt mit Kennwort schützen		
		Abschnitt löschen		
		Abschnitte gruppieren		
	Structuring pages in the notebook	Create new page		
		Create a page based on a template		
		Creating subpages		
		Organizing pages hierarchically		
		Moving pages within the notebook		
		Create and format an explanatory page		
		Moving content via drag and drop		
	Inserting elements into a notebook	Creating a text note		
		Creating a table in OneNote		
		Printing files to the notebook		
		Attaching documents or files		
		Inserting a screen clipping		
		Send item to OneNote notebook		
	Highlighting content	Using highlighters for marking		
		Marking content with Lasso Select		
	Working with tags	Creating a custom tag		
		Assigning a tag to content		
		Searching for tagged content		
Adopting tags of other users				
Quick Notes	Entering Quick Notes			
	Copying or moving a notebook page			
	Sending a Quick Note via email			
	Saving a webpage note in OneNote			
	Linking notes			
Searching in OneNote	Searching in OneNote			
	Pinning search results			
	Filtering and restricting search results			
	Version history of pages			
	Searching for changes			
Exchanging data between OneNote and Outlook	Interaction with Outlook	Adding meeting information from Outlook		
		Creating meeting information as organizer		
		Creating meeting notes as organizer		
		Creating your own notes for an appointment		
		Inserting an email into a OneNote notebook		
	Tasks	Tagging content as a To Do task		
		Sending a OneNote task to Outlook		
		Marking an Outlook task as finished in OneNote		
		Updating the results		
		Marking tasks as completed		
		Tagged tasks in the summary		
		Tagged tasks in the summary		
		Collaboration in OneNote	Handling and sharing	Docking OneNote to the desktop
				Sharing a notebook with others
Linking to a page or section				
Web storage location and web app	Opening a linked note in OneNote			
	Creating a new notebook on OneDrive			
	Opening a notebook from a Web storage location			
	Opening a shared notebook via a link			

	Refreshing and tracking changes	Track changes
		Read and unread notes
		Marking a page as read or unread
		Showing and hiding authors
		Starting a chat from OneNote
		Manually synchronizing notebooks
		Deactivating automatic synchronization
3 Chapters	13 Sections	64 Nuggets