

## ONENOTE 2016

### OBJECTIVES

At the end of the course, the participant will be able to use the OneNote software to take notes and will learn how to manage them. They will learn to insert files or Web pages in color into their notes using a format, which enables searching, or using the icons form to click and access the corresponding information.



### TARGET CLIENTELE

Public

### PREREQUISITES

Knowledge of Windows

### COURSE SYLLABUS

#### 1. Introduction

- What is OneNote

#### 2. Presentation of the different parts of a OneNote page

#### 3. Command Area

- The Ribbon
- The Quick Access toolbar

#### 4. Organization and Layout Area

- The notebooks
- The sections
- The pages

#### 5. Text Writing Area

- The text modules
- The appearance of the writing area