Microsoft OneNote Training Agenda (Level 100)

Overview
Learn about OneNote, a digital note-taking app that provides a single place for keeping all your notes, research, plans, and information. Notes are easy to organize, print, and share, and you can search and find important information quickly.

Session Summary

| Deliver engagement deck | Introduction to OneNote | Create a Notebook | Collaborate with team notebooks | Question and answer |

Expectations
- Discover OneNote versions and the differences between them
- Understand how to navigate OneNote and organize content across notebooks, sections, and pages
- Learn how to bring different types of content together
- Understand how to create a notebook and format notes
- Use OneNote to organize meeting notes
- Set up OneNote for team collaboration

Note: While many concepts are relevant to all OneNote versions, this course will be delivered using OneNote for Windows 10 and OneNote for the web.

Engagement Deck
- Organize your world and utilize search
- Gather your thoughts, and then make them even better
- Share and collaborate with your team

Introduction to OneNote
- What is OneNote?
- Versions of OneNote
  - OneNote for Windows 10
  - OneNote for the web
  - OneNote
  - OneNote for Mac
  - OneNote for Android
  - OneNote for iOS
- Navigating OneNote
  - Work with the Ribbon
  - Organize your content across notebooks, sections, and pages
  - Switch between notebooks
  - View options

- Bring content together
  - Text
  - Ink
  - Mix Media
  - Math equations

- Find notes easily
  - Create links to notebooks, sections, pages, and paragraphs
  - Search notes
  - Recent notes
  - Tags

- Accessibility
  - Accessibility checker
  - Translate
  - Immersive Reader
  - Dictate

- Important things to know
  - Feed
  - Notification
  - Tell Me
  - Sync status

Create a notebook

- Basic tasks
  - Create a new notebook
  - Switch between notebooks
  - Create sections and pages within notebooks
  - Type or write notes

- Add content including text, ink, mix media, or math equations

- Format notes
  - Format text
  - Insert a table

- Format page
  - Change page color
  - Rule lines or grid lines

- Embed content from other sources

- Utilize tags on a page

- Additional features
  - Send documents and files to OneNote for Windows 10
  - Researcher
  - Smart lookup
- Record audio
- Replay
- Email page

Collaborate with Team notebooks
- Share a notebook
  - Create a sharing link
  - Configure share settings
- Protect a section with a password
- Insert meeting details
- OneNote team notebooks
  - M365 group basics
  - OneNote in SharePoint Online
  - OneNote in Teams
- Collaborate in a notebook

Question and answer
- Review topics covered
- Additional resources (mention Continued Learning Resources PDF that can be shared post-training)
- Question and answer