

OneNote 2016 - Level 1

The OneNote 2016 - Level 1 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-421. You will learn about screen components, and how to use Page layout features and templates. You will also use Backstage view to manage notebooks, modify OneNote options and use Research Tools and OneNote Views.

The estimated time to complete this course is 2 hours and 39 minutes.

Introducing OneNote 2016

OneNote and Screen Components

- OneNote
- Starting OneNote
- Screen Components
- Backstage View
- Ribbons
- Quick Access Toolbar
- Context Menus
- Notebooks
- Sections, Pages and Containers
- Adding To Do Tags
- Drag Handles
- Mouse Cursor Shapes

Page Layout and Templates

Page Layout and Templates

- Page Layout
- Specifying the Paper Size
- Setting Page Orientation
- Applying Rule Lines
- Adding Background Images
- Inserting Pictures
- Saving Page as a Template
- Applying Templates
- Copying Containers
- Expanding and Collapsing
- Moving Content

Managing Notebooks

Backstage View Commands


- Backstage View
- Info Section
- Notebook Properties
- Viewing the Sync Status
- Opening Notebooks
- Closing Notebooks
- Opening using Browse
- Pin to List
- Displaying the Notebook Pane
- Exporting Notes
- Creating Notebooks

If you require any further information please contact NYES:

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Modifying OneNote Options

OneNote Options

- OneNote Options
- General Options
- Display Options
- Proofing Options
- Save & Backup Options
- Send to OneNote Options
- Audio and Video Options
- Language Options
- Advanced Options
- Customize Ribbon Options
- Quick Access Toolbar Options
- Add-Ins Options
- Trust Center Options

Research Tools and Views

Researching and OneNote Views


- Research Tools
- Using the Encarta Dictionary
- Translating Text
- Modify Translation Settings
- Moving Task Panes
- Closing Task Panes
- Full Page View
- Navigation Pane
- Dock to Desktop View

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