

## OneNote 2016 - Level 2

The OneNote 2016 - Level 2 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-421. You will learn how work with sections in notebooks, search notebooks for content, use history features, and export content. You will also add notes, insert files, and apply tags to items in OneNote.

The estimated time to complete this course is 2 hours and 11 minutes.

### Working with Sections

#### OneNote Sections

- Working with Sections
- Adding Quick Notes
- Copying Sections
- Viewing All Sections
- Merging Sections
- Adding Sub Pages
- Creating Summary Pages
- Hide and Show Pages
- Organising Sections
- Choosing Section Colours
- Choosing Notebook Colours
- Password Protecting Sections
- Locking All Sections

### Searching in OneNote

#### Searching Notebooks

- Searching in OneNote
- Modifying Search Parameters
- Changing the Search Scope
- Pin Search Results Pane
- Sorting Search Results
- Searching on a Page
- Searching for Audio

### History Features and Exporting

#### History and Exporting Content

- History Feature
- Displaying Page Versions
- Restoring Page Versions
- Notebook Recycle Bin
- OneNote Backups
- Exporting Notebooks
- Opening OneNote Files
- Exporting as Word Documents

### Adding Notes and Inserting Files

#### Adding Notes and Inserting Files


- Printing to OneNote
- Sharing with OneNote
- Add Web Notes
- Emailing Pages
- Inserting File Attachments
- Inserting Spreadsheets

If you require any further information please contact NYES:

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## Applying Tags in OneNote

### Applying Tags


- Adding Tags
- Modifying Tags
- Creating New Tags
- Removing Tags
- Tag Summary Pane
- Creating Summary Pages

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