

OneNote 2016 - Level 3

The OneNote 2016 - Level 3 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-421. You will learn how to edit text in OneNote, and add screen clippings, pictures and shapes. You will also learn how to use Quick Links, Docked windows, as well as how to share and send notebooks.

The estimated time to complete this course is 2 hours and 23 minutes.

Editing Text in OneNote

Basic Text Editing

- Applying Text Styles
- Using the Format Painter
- Changing Fonts
- Changing Font Size
- Applying Text Attributes
- Aligning Text
- Indenting Paragraphs
- Highlighting Text
- Inserting Symbols
- Removing Text Highlighting

Using Pictures and Tables

- Inserting Pictures
- Copying to OneNote
- Using Paste Options
- Inserting Tables
- Modifying the Table Layout
- Sorting Data
- Inserting and Removing Cells
- Convert to Excel Spreadsheet

Adding Visual Elements

Screen Clips and Shapes

- Inserting Screen Clips
- Adding Shapes
- Using Free Drawing Tools
- Using the Eraser
- Rotating Shapes
- Arranging Items
- Using the Highlighter

Quick Links and Docked Windows

Links and Docked Windows


- Using the Quick Note Window
- Adding Links
- Linking to Page Locations
- Applying WikiLinks
- Using Linked Notes
- Using Docked Windows

If you require any further information please contact NYES:

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Sharing and Sending Notebooks

Sharing and Sending


- Sharing Notebooks
- Viewing Shared Notebooks
- Editing Shared Notebooks
- Viewing Changes
- Viewing Recent Edits
- Listing Authors
- Hiding Authors
- Viewing Unread Changes
- Sending OneNote Content
- Emailing a Page
- Sending as Attachment
- Sending to Blog
- Exporting Notebooks
- Sending Notebooks via Email

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