

OneNote Online is Microsoft's cloud-based note-taking and organizational application. The program is for information-gathering and multi-user collaboration. Do you like to scribble notes and ideas on sticky notes or napkins? Or do you prefer organized filing? With OneNote, you can gather notes, drawings, screen clippings, etc. and share them over any device or platform. OneNote Online includes familiar Office features (such as the ability to add different types of content to a notebook), as well as unique note-taking options, such as handwriting and inking features. Whatever way you shape your thoughts, OneNote has you covered!

*\*Pre-Requisites: You should complete the first part of our Office 365 courseware or be familiar with Office 365 before beginning this program. In order to complete this course, you will require an Office 365 account.*

### **Lesson 1: Getting Started**

- Topic A: Getting Started with OneNote Online
- Topic B: Setting up a Notebook
- Topic C: Managing Pages and Sections, Part One
- Topic D: Managing Pages and Sections, Part Two
- Topic E: Printing and Viewing Notebooks

### **Lesson 2: Working with Notes, Part One**

- Topic A: Formatting Tools
- Topic B: Adding Images to a Notebook
- Topic C: Adding Tables to a Notebook
- Topic D: Adding Other Elements to a Notebook

### **Lesson 3: Working with Notes, Part Two**

- Topic A: Using Tags and Symbols
- Topic B: Adding Handwritten Text
- Topic C: Highlighting Text

### **Lesson 4: Finalizing a Notebook**

- Topic A: Using Proofing Tools
- Topic B: Sharing Notebooks
- Topic C: Working with Notebook Versions