

## OneNote 2016 Advanced

**Length:** 1 Day

**Prerequisite:** OneNote 2016 Introduction

**Summary:** In this class, you will learn about the depth of this program and how to put those advanced techniques to use.

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### COURSE CONTENT

#### 1: WORKING WITH LISTS, OUTLINES & TABLES

- Bullets & Numbering Options
- Working with Outline
- Creating Tables
- Editing Tables

#### 2: USING AUDIO & VIDEO WITH ONENOTE

- Using the Audio and Video Recording Toolbar
- Recording Audio Notes
- Inserting & Playing Audio Notes
- Exporting, Side Notes & Unfiled Notes
- Exporting Data from OneNote
- Creating Side Notes
- Working with Unfiled Notes

#### 3: ADVANCED ONENOTE FEATURES

- Working with OneNote Hyperlinks
- Using the OneNote Calculator
- Inserting Files as Printouts
- Attaching Files to Notes

#### 4: ONENOTE TEMPLATES

- Using Built-in Templates
- Customizing OneNote Templates

#### 5: COLLABORATING WITH OFFICE

- OneNote & Outlook
- OneNote & Word

#### 6: COLLABORATING WITH OTHER USERS

- Using Password Protection
- Sending Notes to Others
- Shared Sessions
- Creating a Shared Session
- Joining a Shared Session

#### 7: ONENOTE CUSTOMIZATION

- Options Dialog Box
- Using AutoCorrect
- Customizing OneNote's Toolbars

#### 8: RECAP

- Recap of Level