

Getting Started with OneNote

- Navigate the OneNote 2016 Environment
- Use Templates
- Customize the OneNote User Interface

Adding and Formatting Notebook Content

- Apply Formatting to Notebook Content
- Insert Images and Audio into a Notebook
- Add Quick Notes and Links
- Use Drawing Tools

Embedding and Attaching Files

- Embed Excel Spreadsheets
- Attach Other File Types

Organizing and Searching Notebooks

- Use Tags
- Organize and Search Notebooks

Finalizing a Notebook

- Proof and Print a Notebook
- Configure Password Protection and Notebook Properties

Managing Notebook Files

- Export Content from OneNote Notebooks
- Back Up and Restore Notebook Content

Sending and Sharing OneNote Content

- Send OneNote Content in Other Formats
- Share OneNote Content by Using OneDrive