

# Course Outline | OneNote Online

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1 day(s)

OneNote Online is Microsoft's cloud-based note-taking and organizational application. 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).

## Course Outline

### Getting Started

- Getting Started with OneNote Online
- Setting up a Notebook
- Managing Pages and Sections, Part One
- Managing Pages and Sections, Part Two
- Printing and Viewing Notebooks

### Working with Notes, Part One

- Formatting Tools
- Adding Images to a Notebook
- Adding Tables to a Notebook
- Adding Other Elements to a Notebook

### Working with Notes, Part Two

- Using Tags and Symbols
- Adding Handwritten Text
- Highlighting Text

### Finalizing a Notebook

- Using Proofing Tools
- Sharing Notebooks
- Working with Notebook Versions