

Microsoft OneNote (Windows Desktop App)

This entry-level Microsoft OneNote (Windows Desktop App) training prepares learners to use OneNote to organize notes, manage tasks, collaborate with others, and synchronize information across devices in personal and professional contexts.

[CBT Nuggets course material](#) →

WEEK 1

OneNote Quick Start!

162 min.

Interface Tips	9
Notebook Structure	15
Quick Notes and Sticky Notes	9
Learning Check	4

Do More with Content on OneNote Pages

Working with Text	12
Tags	9
Tables	5
Pictures and Diagrams	10
Audio and Video	12
Learning Check	2

Use OneNote with Other Applications

Reusing Existing Documents	11
Using Excel in OneNote	8
Working with Linked Notes	10
Integration with Outlook	8
Browser Tips	5
Learning Check	1

Share and Collaborate with OneNote

Sending a Page from Your Notebook	8
Exporting and Importing	11
Sharing Your Notebook	13

WEEK 2

63 min.

Accessing Other Shared Notebooks	6
Coauthoring in OneNote	8
Learning Check	3

Use OneNote on Touch Devices

Introduction	5
Windows Touch and Pen Settings	9
Highlighting and Annotating	8
Handwriting Notes	10
Drawing Shapes and Diagrams	9
Learning Check	5