goskills

Microsoft OneNote Training

GoSkills online course syllabus

Saturday, July 12, 2025

Skill level
Beginner

Lessons
44

Pre-requisites
None

Versions supported
Microsoft 365

Video duration
2h 35m

Estimated study time
18h for all materials

Instructor
Thomas Fragale

Getting Started with OneNote

1 Navigate the OneNote Interface
This video will show how to start the OneNote desktop app, and how to navigate the OneNote screen.

2 Create Your First Note
This lesson will help you create your first Note in OneNote.

3 Format Your Notes
This lesson will show you how to format the text of your notes in OneNote.

4 Create a List
This lesson will show you how to create and format a bullet list and a number list in OneNote.

5 Copy Formatting, Delete, and Save
This lesson will show how to copy the formatting of the selected text to other text on the page.

Managing Your Notes in OneNote

6 Insert Space Between Note Containers
This lesson will show how to add more space between your containers.

7 Split and Merge Note Containers
This lesson will show how to split a container into two separate containers, and also how to merge two containers into one.

8 Use the Notebook Navigation Pane

This lesson will show how to navigate to different Notebooks, sections, and pages within OneNote.

9 Manage Notebook Sections

This lesson will show you how to create and manage sections within OneNote.

10 Organize with Page Groups

This lesson will show you how to manage the pages and page groups within OneNote.

11 Organize with Section Groups

This lesson will show you how to create and manage section groups.

12 Use a Page Template

This lesson will show you how to quickly use a pre-formatted page with page templates.

13 Control Paper Size

This lesson will show you how to manage the page size of a page in OneNote.

14 How to Access and Write a Quick Note

This lesson will show you how to get into the Quick Notes notebook of OneNote.

15 Customize the Quick Access Toolbar

This lesson will show you several ways to add or delete icons from the Quick Access Toolbar.

Taking OneNote a Little Further

16 Use the OneNote To Do Tag

This lesson will show how to create a quick To do list in OneNote using the To Do tag.

17 Create a Handwritten Note

This lesson will show how to create a note by writing on your monitor, tablet, or device.

18 Convert Handwriting to Text

This lesson will show you how to convert your handwritten text into typewritten text in OneNote.

19 Attach a File

This lesson will show you how to attach a file to your page in OneNote.

20 Use Tables

This lesson will show how add a table to a page in OneNote.

21 Use a Time and Date Stamp

This lesson will show you how to add a date, or time, or the date and the time to your text in OneNote.

22 Insert a Screen Clipping

This lesson will show you how to insert a screen clipping from any other program into OneNote.

23 Insert an Image

This lesson will show you how to insert an image from your computer or from the internet into your OneNote page.

24 Insert a Symbol

This lesson will show you how to insert special symbols - like the copyright © and registered ® symbols - and many others into your OneNote page.

25 Use a Pen or Highlighter in OneNote

This lesson will show you how to use a pen or a highlighter style pen to emphasize certain text on your page in OneNote.

26 Draw Precision Shapes and Lines

This lesson will show you how to insert straight lines and shapes like rectangles, ovals, and triangles into your page in OneNote.

27 Erase Handwritten Notes and Highlighting

This lesson will show you how to erase the handwritten ink or highlighting on a page in OneNote.

28 Use OneNote's Lasso and Hand Tools

This lesson will show you how to properly use the Lasso select tool, which allows you to highlight your handwriting on the page in OneNote.

29 Resize OneNote Shapes and Lines

This lesson will show you how to resize the rectangles, ovals, triangles, and other shapes on your page in OneNote.

30 Object Arrangement

This lesson will show you how to layer your shapes on top of each other.

Advanced OneNote Options

31 Password Protect Your Notes

This lesson will show you how to password protect a section within OneNote.

32 Record Audio and Video Notes

This lesson will show how to insert an audio recording or a video recording onto your page in OneNote.

33 Use the Spell Checker

This lesson will show you how to spell check your text in OneNote.

34 Search OneNote Notes

This lesson will show how to search your notebooks for specific text in OneNote.

35 Using OneNote Views

This lesson will show you how to change views within OneNote.

Linking and Sharing OneNote

36 Link to Files or Websites

This lesson will show you how add hyperlinks to files or websites within OneNote.

37 Link to Word or PowerPoint

This lesson shows you how to include a Word document or a PowerPoint document into a page on OneNote.

38 Email a OneNote Note

This video will show you how to email your notes from OneNote.

39 Export Notes

This lesson will show how to export your notes from OneNote into other file formats.

40 Send Outlook Items to OneNote

This lesson will show how you can export from Outlook into OneNote.

41 Send OneNote Tasks to Outlook

This lesson will show you how to create to do items in OneNote that link to Outlook.

42 Insert an Excel Spreadsheet

This lesson will show you how to insert an Excel Spreadsheet into a page in OneNote.

43 Convert OneNote Tables to Excel

This lesson will show how to convert a table in OneNote into an Excel worksheet.

44

Use the Send to OneNote Feature

This lesson will show you how to quickly send information from either Word, PowerPoint, Outlook, or Excel into OneNote.

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