



Microsoft OneNote 2024

SEHG-AI-1119 · Business · approx. 1 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Microsoft OneNote 2024 is the latest version of Microsoft's digital note-taking application, built for organizing information, managing tasks, and capturing ideas with clarity and structure. OneNote provides a flexible, notebook-style interface that supports text, images, links, handwritten notes, and more—making it ideal for structured planning and dynamic information tracking. With a refreshed layout, faster search, improved syncing, and enhanced integration with cloud storage, OneNote 2024 offers a streamlined experience across devices. It's designed to help users think clearly and keep important information easily accessible in one place. The Microsoft OneNote 2024 course will guide participants through essential tools and features, including creating and managing notebooks, organizing content with sections and pages, embedding multimedia, and sharing notes with others. By the end of the course, learners will be able to use OneNote confidently for both individual productivity and collaborative work.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Identify and navigate important OneNote 2024 features
- Explore sections, pages, and notebooks
- Determine how to write and format notes
- Learn how to insert files, links, and images
- Recognize common drawing tools in OneNote
- Determine ways to customize and personalize OneNote

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 0 instructional videos — 0 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives

- **Module 2 — Module One**
 - Introduction to OneNote 2024
 - What is OneNote?
 - Overview of the Interface
 - Creating and Opening Notebooks
 - Desktop vs. Web Versions
 - Saving and Syncing Notebooks
- **Module 3 — Module two**
 - Sections, Notebooks, and Pages
 - Creating Notebooks for Projects
 - Managing Sections and Section Groups
 - Pages and Subpages
 - Managing Content
 - Organization for Navigation
- **Module 4 — Module Three**
 - Writing and Formatting Notes
 - Editing Text
 - Formatting with Colors, Fonts, and Styles
 - Numbered Lists, Bullet Points, and Indents
 - Applying Tags
 - Date/Time Stamps
- **Module 5 — Module four**
 - Inserting Files, Links, and Images
 - Pictures and Screen Clippings
 - Inserting File Printouts and Attaching Documents
 - Using Tables for Structured Content
 - Linking to Websites or Internal Pages
 - Checklists for Tasks or To-Do Lists
- **Module 6 — Module five**
 - Handwriting and Drawing Tools
 - Accessing the Draw Tab
 - Drawing with a Pen, Finger, or Mouse
 - Highlighting Important Information
 - Using Shapes and Lines for Diagrams
 - Converting Handwritten Notes to Text
- **Module 7 — Module six**
 - Templates and Custom Layouts
 - Exploring Built-In Templates
 - Designing Page Templates
 - Saving and Applying Custom Templates
 - Creating Consistent Layouts
 - Setting Default Templates for Sections
- **Module 8 — Module seven**
 - Searching and Tagging for Quick Access
 - Using the Search Bar
 - Filtering Search Results
 - Adding Custom Tags to Content
 - Creating a Summary of Tagged Notes
 - Finding Recent Changes and Edits
- **Module 9 — Module eight**
 - Audio and Multimedia Notes
 - Recording Audio
 - Taking Notes while Recording

- Inserting Videos and Interactive Content
- Organizing Multimedia
- Reviewing Audio Recordings
- **Module 10 — Module nine**
 - Protecting Notes
 - Backing Up Your Notebook
 - Recovering Deleted Pages or Sections
 - Password-Protecting Sections
 - Exporting Notebooks or Pages to PDF
 - Printing from OneNote
- **Module 11 — Module ten**
 - Productivity Tips
 - Using Keyboard Shortcuts
 - Customizing the Ribbon and Toolbar
 - Personalizing Page Backgrounds and Rule Lines
 - Creating Quick Notes and Pinned Pages
 - Reducing Clutter
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed. The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-AI-1119 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.