



**OneNote for Windows 10**  
IPD163

Hours:    In Class 6                    Clinical 0                    Total 6

**Description**

Learn the ultimate application for taking notes! You are probably already familiar with Microsofts Office interface, so OneNote employs a familiar interface that is already part of other MS Office tools, like Word, Excel, and PowerPoint. It has a horizontal ribbon across the top, where you can access all the commands and common operations. You will learn how to create and use OneNote for digital note taking and note collaboration. In addition to creating and modifying OneNote notebooks, you will insert images and files into notebooks, manage notebooks, and share content, develop digital note taking skills by creating, modifying, and managing OneNote notebooks. Bonus feature for the visual minded, you could doodle or sketch your ideas!

**Why learn it?**

OneNote is a powerful way for you to organize your projects and ideas. Students use OneNote for academics, but you can also take advantage of it for work or personal projects. Think of Microsoft OneNote as a digital version of a physical notebook. This means you can capture digital notes and keep them organized. It also means you can add images, diagrams, audio, video, and more. Use OneNote with other programs in the Office suite, on your desktop or mobile devices.

**Prerequisites**

Students should be familiar with personal computers and the use of a mouse and keyboard.  
Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

**Books**

Microsoft OneNote for Windows 10	- ISBN: 0910935	(Included)
OneNote for Windows 10 Introduction Quick Reference	- ISBN: 978-1-944684-99-0	(Included)

**Learning Objectives**

- Navigate and customize the OneNote for Windows 10 environment.
- Add and format text, images, tables, and drawing objects in a notebook.
- Use tags, organize notebooks, and search notebook content.
- Send and share notebook content.
- Configure password protection and restore deleted notebook content.

**Teaching Philosophy**

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

**Teaching Methods**

Methods include lecture, class discussion and demonstrations.

**Evaluation Methods**

Student success is based on participation in class activities and the completion of exercises.

**Grading Policy**

A certificate of completion requires successful completion of all assigned work within the established time frame.

**Student Responsibilities**



**MOORE NORMAN**  
TECHNOLOGY CENTER

Course Syllabus

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities.

Students must be on time and meet the attendance policy set for this class which is 80% attendance.