Course Name: OneNote for Windows 10  
6 Hours

**Course Description:**

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| Learn the ultimate application for taking notes! You are probably already familiar with the Microsoft 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! |
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**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.

**Curriculum Resources: books, etc.**Microsoft OneNote for Windows 10

**Course Goals & Objectives:**

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| By the end of this course, the student should be able to:   1. Navigate and customize the OneNote for Windows 10 environment. |
| 1. Add and format text, images, tables, and drawing objects in a notebook. |
| 1. Use tags, organize notebooks, and search 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.

**Evaluation Methods:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires 100% attendance and completion of all assigned activities.

**Grading Policy:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions, activities and assignments.

S = Satisfactory  
U = Unsatisfactory  
A course grade of Unsatisfactory does not qualify the course as a prerequisite to other courses.

**Participants Responsibilities:**

To ensure a quality and safe learning environment, students are required to follow the Student Behavior policy found online at <https://www.middeltech.com/student-services/student-handbook>/.