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# MICROSOFT ONENOTE

## SKILLS CHECKLIST

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As you acquire and master a skill, check off the box next to it.

Skills	
<b>Creating Notebooks, Sections, and Pages</b>	
<input type="checkbox"/>	Creating a New Notebook
<input type="checkbox"/>	Creating and Renaming a Section or Page
<input type="checkbox"/>	Creating and Renaming a New Page
<input type="checkbox"/>	Changing the Color of a Section
<input type="checkbox"/>	Adding Lines to a Page
<b>Typing and Inking Notes</b>	
<input type="checkbox"/>	Typing in OneNote
<input type="checkbox"/>	Handwriting in OneNote
<input type="checkbox"/>	Inserting Space
<b>Screen Clipping</b>	
<input type="checkbox"/>	Screen Clipping with Send to OneNote Screen tool
<b>Insert Pictures Links, Tables, Spreadsheets</b>	
<input type="checkbox"/>	Inserting a spreadsheet
<input type="checkbox"/>	Insert a Link
<b>Recording</b>	
<input type="checkbox"/>	Recording Audio or Video
<input type="checkbox"/>	Replaying Audio or Video
<b>Tags</b>	
<input type="checkbox"/>	Tagging your Notes
<input type="checkbox"/>	Finding your Tags and Creating a Summary Page
<b>Creating Outlook Tasks</b>	
<input type="checkbox"/>	Insert Outlook meeting details into OneNote
<b>Searching</b>	
<input type="checkbox"/>	Making Audio and Video Notes Searchable
<input type="checkbox"/>	Searching Your Notes
<b>Distribute or Share a Page of Notebook</b>	
<input type="checkbox"/>	Emailing a OneNote Page
<input type="checkbox"/>	Sharing a Notebook

*This checklist is intended as a personalized reference guide for your professional development. It is not intended to be a part of the performance review process.*

Created: March 2015, CSUDH Division of Information Technology

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