

Microsoft OneNote 2016 – Level 1: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2016**
 - **Software Setup Notes**
 - **Classroom Data**
 - **Courseware Timing**
-

1.1 General Hardware Requirements for Office Professional Plus 2016

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
Processor	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabytes (GB)
Memory	2.0 gigabytes (GB) RAM
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

■ Server

Operating system	<ul style="list-style-type: none"> • Windows Server 2012 R2 Standard or Datacenter • Windows Server 2012 Standard or Datacenter • Windows Server 2008 R2 Standard or Enterprise • Windows Server 2008 R2 Datacenter RTM or later • Windows Server 2008 Standard, Enterprise, or Datacenter
Processor	<ul style="list-style-type: none"> • x64 architecture-based computer with Intel processor that supports Intel 64 architecture (formerly known as Intel EM64T). • AMD processor that supports the AMD64 platform. • Intel Itanium IA64 processors not supported.
Disk space	30 to 35 gigabyte (GB)
Memory	<ul style="list-style-type: none"> • Mailbox 8GB minimum • Client Access 4GB minimum
Display	1024 x 768 pixels or higher

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2016. If desired, you may save disk space by installing only the more common applications. In addition to OneNote, Word, PowerPoint and Outlook are all used in some exercises.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using OneNote Help**.

The workstation should be configured with a printer driver.

■ Servers

This course was created using a dedicated server running Windows Server 2012 with an active directory, and Exchange 2016.

To accommodate a classroom setting, setup generic user accounts, for example, User 01. 2016 to User 10. 2016. An “Instructor” account may be beneficial as well, although it is not referenced specifically in the course.

Microsoft accounts should be available to accommodate the exercises in section **4.1 Sharing Notebooks** that pertain to sharing and collaborating on notebooks.

A Resource account called “Conference Room A” should be created to accommodate the exercise in section **5.5 Outlook Integration** that pertain to inserting meeting notes in OneNote.

1.3 Classroom Data

Run the class data archive **N161en_data.exe** for this course to install the class data to the **C:\N161en_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

DATA FILE/SUBFOLDER	TYPE	USED IN
Global Holidays_1	notebook folder	Section 1.3 Managing Notebooks , in the exercise Managing Notebooks
Tours_1	notebook folder	Chapter 1 Review Exercise
Accommodations and Venue	.jpg	Section 2.3 Working with Note Content , in the exercise Working with Note Content
Global AGM 2017	.docx	Section 2.3 Working with Note Content , in the exercise Working with Note Content
Global Holidays_2	notebook folder	Section 2.4 Working with Page Spacing and Page Versions , in the exercise Managing Page Space and Page Versions
Tours_2	notebook folder	Chapter 2 Review Exercise
ghtorus	website folder	Chapter 2 Review Exercise
Global Holidays_3	notebook folder	Section 3.1 Creating Links , in the exercise Creating Links
Tours_3	notebook folder	Chapter 3 Review Exercise
Global Holidays_4	notebook folder	Section 4.1 Sharing Notebooks , in the exercise Sharing Notebooks
Tours_4	notebook folder	Chapter 4 Review Exercise
Global Holidays_5	notebook folder	Section 5.2 Using Linked Notes , in the exercise Using Linked Notes
Global AGM 2017	.pptx	Section 5.4 Word and PowerPoint Integration , in the exercise Word and PowerPoint Integration
Tours_5	notebook folder	Chapter 5 Review Exercise
South America	.pptx	Chapter 5 Review Exercise

The **C:\N161en_data** folder may be deleted after the class.

1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

CHAPTER/SECTION	ESTIMATED TIME
Getting Started with OneNote 2016	80 min
1.1 Understanding OneNote 2016 Concepts	15 min
1.2 Getting Started	15 min
1.3 Managing Notebooks	15 min
1.4 Navigating and Viewing Notebooks	15 min
Review Exercise	20 min
Taking Notes	100 min
2.1 Working with Sections, Pages and Notebook Properties	20 min
2.2 Understanding Note Containers	20 min
2.3 Working with Note Content	20 min
2.4 Working with Page Spacing and Page Versions	15 min
Review Exercise	25 min
Linking, Tagging, and Locating Notes	70 min
3.1 Creating Links	10 min
3.2 Working with Note Tags	20 min
3.3 Searching Notebooks	20 min
Review Exercise	20 min
Collaborating with Shared Notebooks	75 min
4.1 Sharing Notebooks	25 min
4.2 Working with Shared Notebooks	25 min
Review Exercise	25 min

CHAPTER/SECTION	ESTIMATED TIME
Using Templates and Integrating with Microsoft Office and Internet Explorer	95 min
5.1 Using Templates	15 min
5.2 Using Linked Notes	15 min
5.3 Using E-mail to Share Notebook Pages	10 min
5.4 Word and PowerPoint Integration	15 min
5.5 Outlook Integration	15 min
Review Exercise	25 min

