

OneNote Essentials

Course Duration : ½ day

Prerequisites

- Delegates should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Objectives

Delegates will be able to :

- Explore the Microsoft OneNote interface and create a simple notebook.
- Create notes using Microsoft OneNote.
- Organize content and search for information in a Microsoft OneNote notebook.
- Integrate OneNote with other applications.
- Use OneNote to share notes with other people.

Course Content

Getting Started with OneNote

Explore the OneNote Interface
Create a Notebook
Customize the OneNote Interface

Creating Notes

Enter and format Notes
Create Template-Based Notes
Draw Shapes
Embed Content

Organising and Working with OneNote

Organize Notes
Add Tags
Search Notes
Save and Print Notes

Integrating OneNote with Other Applications

Customize the OneNote View
Use Outlook with OneNote
Use OneNote with Other Office Applications
Publish Notes Pages

Collaborating and Working with Notes

Share Notebooks on a Network Location
Work with Shared Notebooks

Training Options

- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- 1 delegate per computer
- Telephone and email support
- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises

