

MICROSOFT ONENOTE

WHY LEARN ONENOTE?

- So you can stay organized with any file or project. Combine Notes With Documents, Spreadsheets Or Pictures. Keep all extra information with the documents ...
- So you can find what you need quickly. Find by importance or by the type of idea. Categorize your information so easily.
- Keep everything separate but organized. Just like a paper notebook, setup up Sections based on different topics. Organize as many pages as you need within each section.
- So you can share your notes with a team or group of people. Sharing notebooks help you collaborate in real time with others and benefit from the input of others.
- So you can keep key emails with your notes or documents. Get rid of the clutter in your inbox and move emails to where they belong within your project or work notebooks.

YOU'LL LEARN HOW TO...

- Use OneNote in your daily life at work (and at home).
- Access a Notebook on any device, anytime.
- Create Notebooks that are divided into sections and pages.
- Easily add text, notes and pictures within any notebook.
- Insert documents, emails, web references and much more, into any notebook. Create links to anything and everything so that you are one click away from the information you need.
- Use Tags as a powerful way to retrieve a list of To-Do's in seconds, or find out all those important notes you highlighted in that last meeting.
- Navigate within your notebooks easily.

ONENOTE SUCCESS SECRETS

OBJECTIVE

Learn the fundamentals of OneNote so you can capture any information easily, find information quicker, reduce email clutter and the papers on your desk.

This training is recommended for everyone in your office

AGENDA

Objective: Learn the fundamentals of OneNote and see how it suits your organization / business.

In this training each participant will learn:

- how OneNote fits into their organization
- how to access OneNote
- how to create Notebooks, Sections and Pages
- how to share Notebooks
- how to enter and edit different types of information in OneNote (text, pictures, documents, emails, hyperlinks)
- how to work with Emails within OneNote
- how to create links in Notebooks
- how to utilize Tags within Notebooks
- how to search within OneNote

OUTCOMES

Participant will have clear understanding of how use OneNote.

Instruction is online with recorded videos to watch and documentation to download.

This course is comprised of 4 modules with 2 to 4 lessons in each module. Each lesson is anywhere from 7 minutes to 21 minutes long. Total time is approximately 2.5 hours.