

OneNote

Access, Organize and Share your Documents, Photos & More

Course Description

Are you trying to keep track of multiple meeting agendas and meeting minutes? Trying to keep notes, e-mails, internet research and meeting notes on various projects organized can be a real challenge. OneNote is the ultimate note taking and organizational tool for these purposes. It captures everything to do with your project, from e-mails, files, videos, meeting notes and almost anything else in one easy to share tool. The files will even automatically sync and can be edited from a phone or tablet. Teams will greatly benefit from the collaborative nature of OneNote that will make it easy to organize and share information on a shared team project.

Course Fee: \$149 +GST Course Duration: 3.5 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Understanding how to navigate and organize OneNote
- Add many different types of information in to a OneNote binder
- Inserting graphics and screen clippings
- Using and updating links
- Using tags to manage information
- Searching notebooks
- Sharing and collaborating
- Integrating OneNote with other programs including Word, Outlook and Internet
- Creating templates
- Using OneNote to manage team meetings

Course Prerequisites

The course assumes that students are knowledgeable of and comfortable using a computer. The student should also be familiar with the Microsoft Office program layout.

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