Microsoft OneNote

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Course Objective

You will create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote

Target Student

The busier you are, the more you need to use OneNote to allow you to record and find everything you must remember!

Prerequisites

Participants should be familiar with persona computers and be comfortable using the mouse and keyboard.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Getting Started with OneNote

Explore the OneNote Interface

Create a Notebook

Customize the OneNote Interface

Create Notes

Create Template-Based Notes

Embed Content

Organize OneNote

Organize Notes

Add Tags

Search Notes

Integrate OneNote with Other Applications

Customize the OneNote View

Use Outlook with OneNote

Use OneNote with Other Office Applications

Also Includes

- Reference material and a Certificate of completion.