

ONENOTE COURSES



ONENOTE

OneNote is a fantastic tool for quickly recording information in one easily accessible place; text, pictures, screenshots, meeting notes, audio, video, even handwritten text. It is a personalised notepad suited to your style. Easily organise information into books, sections and pages and share it with others. It is available on all your portable devices, phones included, and therefore important information will no longer stay at the office but will always be with you when you need it.

Level:

For intermediate levels

Prerequisites:

Being comfortable with Windows and having basic knowledge of Word or Excel.

Audience:

This course is designed for people who would like to use an electronic notebook which they can then share with others.

Aim:

of this course is to learn how OneNote notebooks are organised, inserting text, pictures, videos, sound, etc. We will see how information can easily be found in OneNote and how to share OneNote notebooks with others, either on a shared drive or through the cloud.

Overview:

Module 1: Your First Notebook

- Creating a notebook
- Creating pages and subpages
- Working with containers
- Entering and deleting text

Module 2: Formatting Text

- Changing font, size, colour
- Using styles
- Clearing formatting

Module 3: Using Send to OneNote

- Showing/Hiding Send to OneNote Tool
- Creating a screen clipping
- Creating a Quick Note

Module 4: Basic Note Tools

- Creating lists
- Inserting tables, pictures, files
- Adding links

Module 5: Advanced Note Tools

- Using the calculator, page templates and tags
- Adding Outlook meetings and tasks
- Adding audio and video
- Drawing objects

Module 6: Using Quick Notes and docked notes

- Creating a Quick Note
- Managing Quick Notes
- Docking and undocking windows
- Using linked note taking

Module 7: Sharing a notebook

- Creating shared notebooks
- Sending invitations
- Using shared notebooks
- Stopping sharing

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day