

Seminar/ILT – OneNote 365

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: This course aims to give users a basic understanding of the new and improved features in Microsoft OneNote 365. Learn how to note-take electronically, providing a flexible method to gather and organise information. OneNote assists with capturing thoughts and ideas in electronic notebooks to easily organise, search and share with others.

Skills Gained: On completion of this course students should be able to:

- Start OneNote and open and navigate notebooks
- Create a new notebook
- Work with sections and pages in a notebook
- Add various forms of content to a notebook
- Create and work with tags
- Search in notebooks
- Share and work on shared notebooks
- Work with the Outlook integration features in OneNote

Key Topics:

- Getting to Know OneNote
 - What Is OneNote?
 - What Can You Do with OneNote?
 - Starting OneNote from the Desktop
 - The OneNote 2013 and OneNote 365 Screens
 - Understanding Backstage View
 - Opening a Notebook
 - Understanding OneNote Views
 - Changing the View
- Your First Notebook
 - Creating a New Notebook
 - Creating Pages
 - Creating Subpages
 - Creating Sections
 - Creating Section Groups
 - Working with Page Groups
- Adding Content
 - Create a Quick Note
 - Inserting Pictures
 - Extracting Text from a Picture
 - Sending Content to OneNote
- Working with Note Containers
 - Resizing a Note Container
 - Merging the Contents of Note Containers
 - Moving a Note Container
- Working with Linked Notes
 - Linked Notes with Internet Explorer
 - Linked Notes with Word or PowerPoint

Tagging Notes

- Tagging Content
- Creating Custom Tags
- Finding Tagged Notes

Searching Notebooks

- Searching the Current Page
- Using Quick Search
- Using the Search Results Task Pane

Sharing Notebooks with Office 365

- Understanding Sharing Notebooks on OneDrive
- Inviting Others to Share your Notebook

OneNote Integration with Outlook

- Insert Outlook Meeting Details for Notetaking
- Create Outlook flags

Target Audience:

This course is designed for users who are keen to learn how to use the many features of OneNote in a collaborative environment.

Prerequisites:

This course assumes little or no knowledge of OneNote. However, it would be beneficial to have a general understanding of computers, Windows operating systems, unified communications, and Microsoft Office.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.