Microsoft OneNote 365 – Seminar/ILT

Course length:	2-hour seminar or ½ day instructor-led training
Why study this course?	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.
What you'll learn:	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
Course subjects:	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
Who is the course for?	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.