

Seminar/ILT – OneNote 2016 New Features

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

Overview: The skills and knowledge acquired in this course are sufficient to be able to create notebooks and perform a variety of tasks with Microsoft OneNote 2016.

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

- Create and share a OneNote notebook
- Add pages and sections
- Add notes on a page
- Work with the integrated Outlook features in OneNote
- Create and find tags
- Embed and edit Excel files
- Add templates

Key Topics:

- Create a new OneNote notebook
- Share a new notebook
- Add pages
- Add sections
- Type or write notes on a page
- Create tasks integrated with Outlook
- Import Outlook meeting details in OneNote
- Create tags
- Find tags
- Draw or handwrite notes
- Embed and edit Excel files
- Add templates

Target Audience: This course is designed for users who have a general experience with using Microsoft Office.

Prerequisites: This course assumes little or no knowledge of earlier versions of Microsoft OneNote. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of how to use a keyboard and mouse is necessary.

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.