PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 OneNote Essentials Training - Online Instructor-led

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

Learn how to use the cloud-based Office 365 OneNote program to enable better collaboration within your teams in this 1-day training workshop.

The PD Training MS Office 365 OneNote Essentials Course helps you to develop an understanding and the skills required for formatting text, setting styles, using the insert tools, editing notes, using pages and much more. The course covers each basic feature to allow you to use the program fluently in your collaboration and projects.

This hands-on, Instructor-Led, Live, Online training workshop is available now throughout the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Contact us today for a group quote.

What You'll Gain:

In this OneNote 365 Essentials course, participants will discover the benefits of taking, storing, and sharing notes electronically without losing the benefits of handwritten notes. This course will teach features to improve your note-taking, whether it be for meeting notes, remembering important information, or for research purposes. Powerful features to assist in keeping related information in one place, including adding audio, video, files, links and handwritten notes, will be taught in this one-day workshop.

OneNote 365 allows you to track appointments, take meeting notes, record research, and keep to-do items all in one place. With Office 365 you are provided a new landing screen which makes launching and creating documents easier than previous versions of OneNote. OneNote 365 also has an improved user interface with an array of powerful tools to help you manage your data through Skydrive – and better information leads to better decision making!

Outcomes

In this course, participants will

- Discover exciting and powerful features to increase the quality of their notes and enhance the process of recording and sharing information
- Learn the basics of creating and working with Notebooks required to get up and running taking Notes
- Become an expert at adding, re-arranging, and deleting pages and sections
- Learn different ways to add and format text, including typing and handwriting options
- Understand options to store all related information in one place by adding audio, video, links, and attached files
- Gain knowledge of how to add sketches to notes with drawing capabilities and related formatting options
- Increase productivity by quickly finding information with tagged notes
- Discover advanced techniques, such as time-stamping, password-protecting and backing up your notes

Modules

Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Lesson 2: Welcome to Office 365 Web Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document
- Module Two: Review Questions

Lesson 3: Working with Notebooks

- Understanding Your Notebook
- Opening a Notebook
- The OneNote Web App Interface
- Creating a New Notebook
- About Saving

Lesson 4: Working with Pages and Sections

- About the Pages Pane
- Adding Pages
- Creating Sub-Pages
- Moving and Deleting Pages

- Closing Notebooks
- Module Three: Review Questions

Lesson 5: Editing in the Browser

- Using the Pop Out
- Minimising the Ribbon
- Opening in OneNote
- Typing Text
- Module Five: Review Questions

Lesson 6: Basic Editing Tasks

- Selecting and Editing Text with the Mouse or Keyboard
- Using Cut, Copy and Paste
- Using Undo and Redo
- Checking Your Spelling
- Setting the Proofing Language
- Module Six: Review Questions

Lesson 7: Formatting Your Text

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Colour
- Adding Font Enhancements
- Highlighting Text
- Clearing Formatting
- Module Seven: Review Questions

Lesson 8: Paragraph Formatting, Styles and Tags

- Setting the Alignment or Text Direction
- Using Indents and Tabs
- Adding Bullets and Numbering
- Applying Styles
- Tagging Notes
- Module Eight: Review Questions

Lesson 9: The Insert Tools (I)

- Inserting a Table
- Adding Text to a Table
- Working with Tables
- Inserting Links
- Module Nine: Review Questions

Lesson 10: The Insert Tools (II)

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures
- Module Ten: Review Questions

Lesson 11: The View Tab

- Overview of the Reading View
- Show Authors
- Page Versions
- Module Eleven: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

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