PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 OneNote Essentials Training

3158 3955

REQUEST QUOTE

0.5 DAY COURSE

In this one-day, Microsoft OneNote 365 workshop, you will discover exciting and powerful features of MS OneNote 365 to increase the quality of your 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 and much more!

This training course is now available in Singapore.

This Microsoft Office 365 OneNote Essentials training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

Microsoft Office 365 OneNote allows individuals to take, store, and share notes electronically without losing the advantages of handwritten notes. Learning how to use Office 365 OneNote effectively will improve your note-taking, whether it is for meeting notes, remembering important information, or for research purposes.

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
- Closing Notebooks
- Module Three: Review Questions

Lesson 4: Working with Pages and Sections

- About the Pages Pane
- Adding Pages
- Creating Sub-Pages
- Moving and Deleting Pages
- Adding Sections
- Module Four: Review Questions

Lesson 5: Editing in the Browser

- Using the Pop Out

Lesson 6: Basic Editing Tasks

- Minimizing the Ribbon
- Opening in OneNote
- Typing Text
- Module Five: Review Questions

- 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 Color
- 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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