

Course Name

Microsoft OneNote

Course Duration

One Day

Course Objectives

This course is designed for those who take notes and use automated tools to organise and manage the notes.

Course Content

- **Lesson 1 – Getting Started with OneNote**
 - Explore the OneNote Interface
 - Create a Notebook
 - Customise the OneNote Interface
- **Lesson 2 – Creating Notes**
 - Enter Notes
 - Create Template-Based Notes
 - Format Notes
 - Draw Shapes
 - Embed Content
- **Lesson 3 – Organising and Working with OneNote**
 - Organise Notes
 - Add Tags
 - Search Notes
 - Save and Print Notes
- **Lesson 4 – Integrating OneNote with other Applications**
 - Customise the OneNote View
 - Use Outlook with OneNote
 - Use OneNote with other Office Applications
 - Publish Notes Pages
- **Lesson 5 – Collaborating and Working with Notes**
 - Share Notebooks on a Network Location
 - Work with Shared Notebooks

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

Interested in this course?

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