# Microsoft OneNote Training

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Duration: **1 Day**

## Overview

In this course you will develop digital note-taking, note-collaboration, and note-synchronising skills with Microsoft OneNote, which will allow you to: create and update notes, manage lists and outlines, search, add content including pictures, and interact with other Microsoft software programs.

### Delivery Method

Virtual Training using WebEx Meeting Software accessible from your desktop or laptop using a headset with microphone.

Sessions are fully interactive and will require each delegate to have their own PC or Laptop with appropriate Microsoft Application available and a headset (with a microphone if possible).

## Prerequisites

Before attending this course, students must be able to:

- Use a mouse
- Type and use a keyboard
- Navigate through Windows files and folders
- Work with Windows - minimise, maximise, open and close

### Target audience

This course is suitable for users of Microsoft OneNote versions 2013 or 2016, but the course will be delivered using 2016.

## What You Will Learn

- Understand the OneNote environment
- Add content and organise a Notebook
- Format and organise Notebooks
- Manage Notebook content