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