

▼ Brief Course Outline

OneNote 2016 Course Objectives:

After the course, you will be able to:

- What is OneNote?
- Adding information to OneNote
- Creating/Moving/Deleting Sections
- Creating new Pages
- Inserting images/Videos/ Audios in OneNote
- Reorganising information

▼ General Course Info

Audience:

This course is aimed at new users of OneNote users who need to perform basic understanding of OneNote 2016.

Course Prerequisite:

You do not need any Understanding of OneNote 2016.

Course Duration:

This is a half day OneNote 2016 Course.

Course starts at 09:30 and runs until 12:30

Alternate timing available upon request

Course Locations / Schedule:

This course can be run onsite, at our training centre or any preferred location in the UK.

The course can be held on a date that suits you.

▼ Detailed Course Outline

- What is OneNote?
- Benefits of using OneNote
- Adding information to OneNote
- Creating new Notebooks
- Creating/Moving/Deleting Sections
- Creating new Pages
- Publishing your Notebooks
- Searching for information in OneNote
- Inserting images/Videos/Audios in OneNote
- Sharing and moving books
- Using templates
- Creating tables
- Reorganising information
- Printing to OneNote
- Sending information to OneNote from Word, Excel, Outlook