

Microsoft OneNote

Prerequisites:

Attendees should be familiar with Microsoft Office and using the internet.

Who Should Attend?

This course is designed for non-technical users who are new or have basic skills to get to grips with the features of Microsoft OneNote.

Duration: 2 hours

Topics Covered:

- What it is
- Features and Benefits
- How to access it
- Create/Save a OneNote Online Notebook
- Understanding Notebooks, Sections, Pages and Subpages
- Add/Edit - text, images, sound, screen shots, web data
- Searching and organizing notebooks
- Outlook integration