



Microsoft OneNote

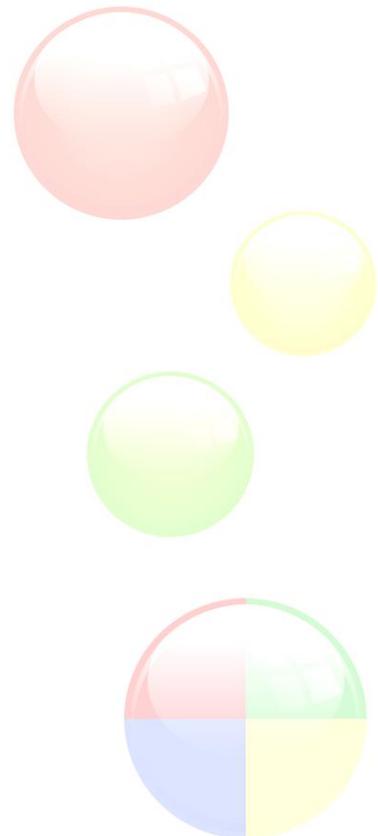
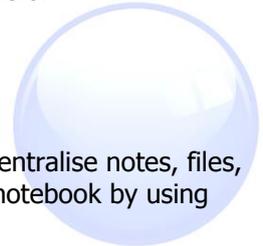
Microsoft OneNote is an application that allows you to organise notes, files, articles, pictures and more in a single digital notebook.

By storing text notes, photos, audio and video snippets, handwriting and other content, OneNote collects and organises the information, making it available to find as well as to share with others.

Microsoft OneNote: Creating Notes

Stage: 1 | Duration: 1 Day | Level: Introduction | Code: ITS18

This course guides delegates through the process of creating a shared notebook to centralise notes, files, and records for a project. You will learn how to create a notebook and organise the notebook by using section groups, sections, and pages



***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.





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Course Description:

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Course Requirements:

No previous experience of Microsoft OneNote is required however the delegate should have knowledge in basic computer skills.

Course Content:

- Create a OneNote notebook
- Working with Local Notebooks and Notebook Views
- Organise a notebook
- Create and Organise Sections and Pages
- Populate a notebook
- Manage notebook content
- Working with Note Containers and Tags
- Locate Information in a Notebook
- Share information from a notebook
- Share Notebooks
- Opening and Protecting Shared Notebooks

Follow On Courses:

- Microsoft Word: | Simple Documents | Level: Introduction | Stage: 1 | Duration: 1 Day | Code: ITS06

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement

- This Training course can also be run on request as a One to One or a Classroom Booking

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