

## MICROSOFT OFFICE 365 ONENOTE ESSENTIALS TRAINING



**COURSE LENGTH: 0.5 DAYS**

Office 365 OneNote is the multiple-user collaboration and information gathering component of the web-based Microsoft Office suite. It is very useful if you work as part of a team. The Microsoft Office 365 OneNote Essentials Training course teaches you how OneNote's powerful features can make information gathering and sharing more efficient and convenient.

This hands-on workshop covers such topics as: an overview of OneNote365, understanding, creating and using Notebooks, managing pages, gathering and storing information in various forms – typewritten and handwritten text, drawings, photos, videos, links and web pages; finding information fast; techniques to protect and backup notes and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT OFFICE 365 ONENOTE ESSENTIALS TRAINING COURSE OUTLINE

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### FOREWORD

In this OneNote 2013 Essentials course, participants will discover the benefits of taking, storing, and sharing notes electronically without losing the benefits of handwritten notes. This course will teach features to improve your note-taking, whether it be for meeting notes, remembering important information, or for research purposes. Powerful features to assist in keeping related information in one place, including adding audio, video, files, links and handwritten notes, will be taught in this one-day workshop.

OneNote 2013 allows you to track appointments, take meeting notes, record research, and keep to-do items all in one place. With Office 2013 you are provided a new landing screen which makes launching and creating documents easier than previous versions of OneNote. OneNote 2013 also has an improved user interface with an array of powerful tools to help you manage your data through Skydrive – and better information leads to better decision making!

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### OUTCOMES

In this course, participants will

- ▶ Discover exciting and powerful features to increase the quality of their notes and enhance the process of recording and sharing information
- ▶ Learn the basics of creating and working with Notebooks required to get up and running taking Notes
- ▶ Become an expert at adding, re-arranging, and deleting pages and sections
- ▶ Learn different ways to add and format text, including typing and handwriting options
- ▶ Understand options to store all related information in one place by adding audio, video, links, and attached files
- ▶ Gain knowledge of how to add sketches to notes with drawing capabilities and related formatting options
- ▶ Increase productivity by quickly finding information with tagged notes
- ▶ Discover advanced techniques, such as time-stamping, password-protecting and backing up your notes

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### MODULES

#### Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Housekeeping Items
- ▶ The Parking Lot
- ▶ Workshop Objectives

#### Lesson 2: Welcome to Office 365 Web Apps

- ▶ The Home Page
- ▶ The Team Site
- ▶ Shared Documents
- ▶ Uploading a Document
- ▶ Module Two: Review Questions

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### Lesson 3: Working with Notebooks

- ▶ Understanding Your Notebook
- ▶ Opening a Notebook
- ▶ The OneNote Web App Interface
- ▶ Creating a New Notebook
- ▶ About Saving
- ▶ Closing Notebooks
- ▶ Module Three: Review Questions

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### Lesson 5: Editing in the Browser

- ▶ Using the Pop Out
- ▶ Minimizing the Ribbon
- ▶ Opening in OneNote
- ▶ Typing Text
- ▶ Module Five: Review Questions

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### Lesson 7: Formatting Your Text

- ▶ Understanding Levels of Formatting
- ▶ Changing Font Face and Size
- ▶ Changing the Font Colour
- ▶ Adding Font Enhancements
- ▶ Highlighting Text
- ▶ Clearing Formatting
- ▶ Module Seven: Review Questions

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### Lesson 9: The Insert Tools (I)

- ▶ Inserting a Table
- ▶ Adding Text to a Table
- ▶ Working with Tables
- ▶ Inserting Links
- ▶ Module Nine: Review Questions

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### Lesson 11: The View Tab

- ▶ Overview of the Reading View
- ▶ Show Authors
- ▶ Page Versions
- ▶ Module Eleven: Review Questions

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### Lesson 4: Working with Pages and Sections

- ▶ About the Pages Pane
- ▶ Adding Pages
- ▶ Creating Sub-Pages
- ▶ Moving and Deleting Pages
- ▶ Adding Sections
- ▶ Module Four: Review Questions

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### Lesson 6: Basic Editing Tasks

- ▶ Selecting and Editing Text with the Mouse or Keyboard
- ▶ Using Cut, Copy and Paste
- ▶ Using Undo and Redo
- ▶ Checking Your Spelling
- ▶ Setting the Proofing Language
- ▶ Module Six: Review Questions

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### Lesson 8: Paragraph Formatting, Styles and Tags

- ▶ Setting the Alignment or Text Direction
- ▶ Using Indents and Tabs
- ▶ Adding Bullets and Numbering
- ▶ Applying Styles
- ▶ Tagging Notes
- ▶ Module Eight: Review Questions

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### Lesson 10: The Insert Tools (II)

- ▶ Inserting Pictures
- ▶ Inserting Clip Art
- ▶ Working with Pictures
- ▶ Module Ten: Review Questions

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of the Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)