



OneNote – Work efficiently

Description

In an increasingly digital professional environment, effective information management becomes crucial. Microsoft OneNote stands out as an essential solution to centralize your notes and improve your productivity. This training will enable you to master this powerful tool. You will learn to organize your ideas in a structured way. Moreover, you will discover how to collaborate effectively with your teams.

Optimize your organization with Microsoft OneNote

Our program covers all the essential features of OneNote. Thus, you will know how to create customized notebooks adapted to your needs. You will also master the insertion of multimedia elements to enrich your documents. Furthermore, you will learn to set up advanced search systems. This will save you valuable time on a daily basis.

Course Content

Module 1: Explore the interface and software

- Navigate the software
- Create a notepad
- Insert a new note
- Apply to your notes Format
- Create and use a related note
- Copy and paste elements from various sources (Word, Excel, PowerPoint, Outlook, Internet)
- Insert a note on an Internet Article

Module 2: Create diagrams with shapes

- Insert Shapes
- Customize forms
- Delete shapes
- Select shapes
- Organize inserted elements

Module 3: Illustrate and enrich the document

- Insert hyperlinks
- Insert a file in a note
- Make audio and video recording

Module 4: Develop a document page

- Change the look of a page
- Create, edit and delete sections
- Create, edit and delete pages
- Using page templates
- Grouping sections
- Show Changes
- Use the trash

Module 5: Look inside a notepad

- Search
- Customize search
- Mark notes
- Create, edit, delete indicators
- Search indicator tied notes
- Manage Authors

Module 6: Working with OneNote

- Share notes
- Insert a password to protect her notes

Module 7: Customize the application (optional)

- Customize OneNote interface (optional)

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Digital course material included

Participant profiles

- Users who want to take notes effectively, and share them with their colleagues via OneNote

Prerequisites

- Basic knowledge on Office suite softwares
- Having followed the trainings [Word - Fundamentals](#) and [Excel - Fundamentals](#)

Objectives

- Create notebooks
- Insert notes, files, links

- Make searches
- Create diagrams
- Set page layout and working with sections
- Share notebooks

Description

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Niveau

Fondamental

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

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