OneNote – Work efficiently

Description

This course is designed to empower individuals with the knowledge and skills to effectively utilize Microsoft OneNote, a powerful digital note-taking and collaboration tool. Whether you're a professional, or anyone seeking to enhance productivity, this training will provide you with a solid foundation in using OneNote to streamline your workflow, organize information, and optimize collaboration.

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

- Practical exercises will be proposed during and at the end of each module

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

Niveau
Fondamental
Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
Duration (in Days)

0.5
Reference
MON