



A Better Way To Work



Increase **your workflow and personal organisation**
Utilising this **free-form information gathering**
And multi-user **collaboration tool**

WORKING SM@RT WITH MICROSOFT ONENOTE[®]

This half-day course has been helping others to:

- Get rid of their spiral notebook
- Partner OneNote to Outlook
- Keep information connected to activities
- Organise projects, ideas, and research
- Collaborate and share notes with team members
- Utilise OneNote functions to capture:
- Handwritten or typed notes
- Drawings
- Screen Clippings
- Audio and video commentary

Below comments are from Priority Graduates that have attended the OneNote program:

"Increased opportunities for authentic collaboration, specifically across resource development."

"Reduced admin time by using a collaborative tool."

"Great program – the facilitator was very engaging and explained it extremely well."

"Extremely helpful training – I wish I had it earlier!!"

"The first thing I will change – The way I use OneNote in my daily activities, especially meetings!"

"Having our procedures manual in OneNote will make working remotely a lot easier."

"10/10 in terms of knowledge and workshop delivery"

"Thank you for this course!"

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Working Sm@rt with OneNote workshop

OneNote has been developed to empower you to take control of your work-related information. This course is designed for users who take notes and use automated tools to organize and manage the notes. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Workshop outline & outcomes

Unit 1: Information Management Best Practices

Identify the best practices in information management for capturing, organising, finding, centralising, sharing and storing information. Determine how closely you follow these best practices and where you can improve.

Unit 2: Getting Started with OneNote

Understanding basic OneNote Concepts, Understanding the structure of OneNote notebooks, Creating, saving, sharing, opening and closing a notebook, using a notebook to support a project

Unit 3: Taking Notes

Inserting notes in sections and pages, Creating and using templates to facilitate your individual and team note-taking, inserting different types of information, managing space in pages

Unit 4: Working as a Team in Shared Notebooks

Using OneNote in a docked session to easily link information from an application or from the web, managing shared notebooks, working as a team in a shared notebook, managing different editions of a notebook.

Unit 5: Linking, Tagging & Locating Notes

Linking two pieces of information, tagging your information, retrieving your information using links and tags.

Unit 6: Integrating OneNote with Outlook

Using OneNote to support your daily activities in Outlook

After completing this workshop, you will be able to

- Effective Information Management
- Understand today's information management issues that affect your performance at work.
- Create, edit, organize, and enhance notes, and also integrate them with other applications using Microsoft OneNote.
- Decide which aspects of information management you want to improve.