Microsoft OneNote

Course Overview

In today's business world, the ability to collaborate effectively, even remotely, is often key to success. MS OneNote provides the tools needed to manage work-related information efficiently, offering a centralised platform for organising and accessing key details with ease and flexibility.

This course is tailored for users who regularly take notes and want to utilise automated tools to better manage and organise them. You'll learn how to streamline your workflow and make the most of OneNote's powerful features.

Participants should be comfortable using Windows, including launching programs, managing files and folders, and navigating stored information.

By the end of the course, you'll have the skills to transform scattered notes into structured, accessible data, enabling smoother teamwork and more effective collaboration.

Program Format

This is a 4-hour program that can be delivered face-to-face or virtually.

Course Objectives

- Effective information management.
- Understand today's information management issues that affect your performance at work.
- Use Microsoft OneNote to create, edit, organise, and enhance your notes, as well as integrate them with other applications.
- Decide which aspects of information management you want to improve.

Course Outline

Best Practises
Evaluate current practices
Information management
Centralising and sharing

Getting Started
Onenote basics
Understanding concepts
Notebook structure
Creating & sharing
Opening and closing
Project support

Note Taking
Inserting notes
Using templates
Creating templates
Adding information
Managing page space

Shared Notebooks
Managing shared notebooks
Linking information
Docked session usage
Collaboration
Handle notebook editions

Linking, Tagging & Locating
Linking information
Tagging notes
Retrieving information
Using links
Utilising tags

Integration
Daily activity support
Outlook collaboration
Task management
Organsing schedules

Priority

A Better Way To Work