

Microsoft OneNote Introduction



Course Details

Course Name Introduction to Microsoft OneNote

Duration 0.5 Day

Course Code AFBMONI

Assumed Knowledge None

Course Aims

This course aims to teach you the basic skills and knowledge to use Microsoft OneNote, a digital notebook application that lets you create, organize, and access your notes across different devices and platforms. You will learn how to navigate the interface, customize the settings, manage notebooks, sections, and pages, format and tag text notes, insert and edit other media, collaborate and share notes with others, and integrate OneNote with other Microsoft 365 applications.

What You Will Learn

You will learn how to use Microsoft OneNote, a powerful and versatile digital notebook that allows you to capture, organize, and share information. You will explore the interface, features, and functions of OneNote, and learn how to create and manage notebooks, sections, and pages. You will also discover how to add different types of notes, such as text, images, audio, video, and web clippings, and how to tag, search, and organize them. Finally, you will learn how to collaborate and integrate OneNote with other Microsoft 365 applications, such as Outlook, Word, and Teams.

Skills

- Create and manage notebooks, sections, and pages to organize your notes.
- Add and format text notes and tags to categorize and prioritize your notes.
- Insert and integrate other media and applications to enhance your notes and collaboration.

Target Audience

This course is for anyone who wants to learn the basics of using Microsoft OneNote, a digital notebook that can be used for various purposes, such as taking and organizing notes, planning and collaborating on projects, and integrating with other Microsoft applications. The course covers the main features and functions of OneNote, and assumes that the participants have a basic knowledge of using a computer and the internet, and have access to a device that supports OneNote.

Course Content

Module 1 – Getting to know

OneNote

Topic A Microsoft 365 Overview

Topic B What is OneNote?

Topic C The Interface

Topic D Syncing & Accessibility

Module 2 – Exploring OneNote

Topic A Notebooks

Topic B Sections & Pages

Module 3 – Making the most of

OneNote

Topic A Text Notes

Topic B Tagging Notes

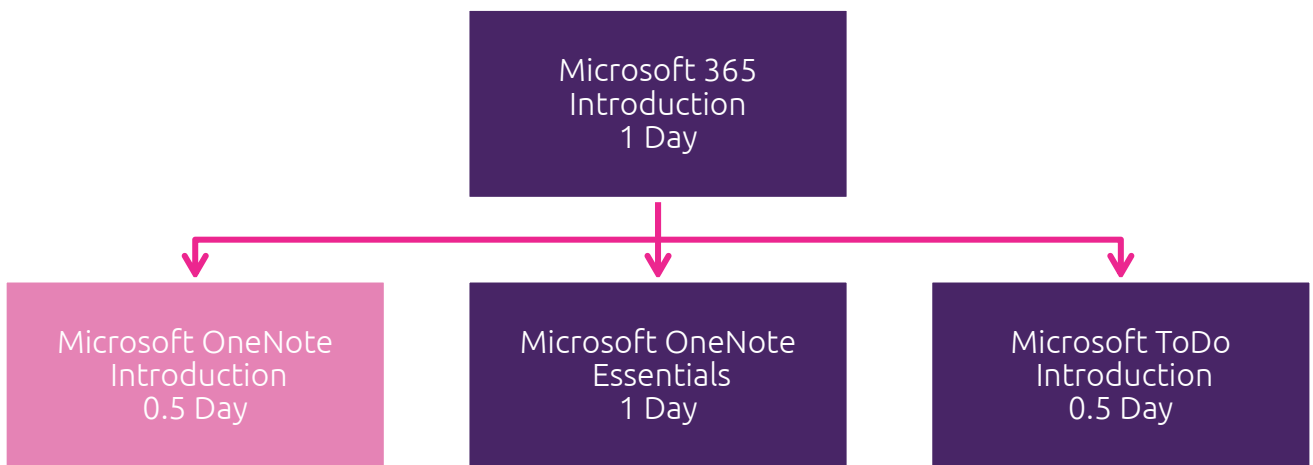
Topic C Other Media

Topic D Collaboration & Integration

Course Progression

If you want to learn how to use Microsoft OneNote effectively and efficiently, we have the right course for you. We offer different levels of courses, from beginner to expert, that will teach you how to create, organize, and share notes using Microsoft OneNote. You'll learn from our skilled trainers who have extensive experience in using Microsoft OneNote for various purposes, such as taking notes, planning projects, and collaborating with others. They'll show you how to use the app's features and functions to optimize your note-taking and note-keeping workflow. You'll also get to practice your skills in interactive exercises and quizzes and get feedback and support from our trainers and peers. By the end of the course, you'll be able to use Microsoft OneNote confidently and competently for your own needs and goals. You'll be able to create and organize notes that are clear and comprehensive, and that integrate with other Microsoft tools like Word, Excel, and Outlook.

Whether you're new to Microsoft OneNote or want to enhance your existing skills, we have a course that suits your level and objectives. Our courses are flexible, engaging, and relevant to your context and industry. Join us today and discover how Microsoft OneNote can transform your note-taking and note-keeping skills. Here are some of the courses we offer:



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.






Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation 