

MICROSOFT ONE NOTE

Introduction/Overview

SUITABLE FOR

Delegates who would like to know everything about Microsoft One Note.

AIM OF THE COURSE

To get to grips with all the great and quirky features of Microsoft One Note.

COURSE CONTENT

- What is One Note?
- How is One Note Organised?
- Typing and Formatting Text
- Saving
- Organising A Note Book (Sections, Pages, Moving)
- Quick Notes
- Tables
- Templates and Sub Pages
- Tags
- Attach Files and Printouts
- Spell Check
- Adding Images and Screen Clippings
- Capture Screen Clipping
- Follow and Copy a Link
- Record Audio & Video Notes
- Time and Date Stamps
- Symbols and Equations
- Format a List
- Export
- Sharing
- Other Features (Calculator, Draw Tools, Outlook, Linked Notes, Passwords)
- Keyboard Shortcuts
- Searching

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FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.

THE TRAINING HOUSE

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