MICROSOFT ONENOTE 2013 ESSENTIALS TRAINING

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COURSE LENGTH: 1.0 DAYS

The Microsoft OneNote 2013 Essentials Training course teaches you how to use the powerful features of OneNote 2013, the multiple-user collaboration application for gathering and sharing information.

This one-day workshop teaches the following: understanding OneNote 2013 features and interface, adding, re-arranging, and deleting pages and sections, customizing tags, adding files and images, using the templates pane and navigation bar, reviewing and sharing notes with users in other devices and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT ONENOTE 2013 ESSENTIALS TRAINING COURSE OUTLINE

FOREWORD

During this training course, participants learn all the basic functions and features of OneNote 2013 that allows them to create exquisite notes, store them, and share them with others and on other devices. The course uses screenshots, graphics and teaching tools to help faster learning and better retention.

After participating in this short course, participants develop important skills in using OneNote 2013 to help them effortlessly conduct essential tasks such as working with page versions, using drag and drop, customizing tags, creating a new Quick Note, viewing recent edits, and working with Outlook tasks.

OUTCOMES

After completing this course, participants will have learned to:
- Open and close NoteBook
- Understand the interface
- Save NoteBooks
- Type text and titles
- Format text
- Add sections and section groups
- Add pages and create sub-groups
- Use the templates pane
- Use the navigation bar
- Work with page versions
- Customize tags
- Take a screen clipping
- Use instant search
- Insert a table
- Add a file
- Add images
- Insert links
- Use the calculator
- Draw in OneNote
- Review and share notes
- Timestamp items

MODULES

Lesson 1: The Basics
- Getting Started
- Signing In

Lesson 2: Your First Notebook
- Creating a Notebook
- Creating Pages and Subpages

WEB LINKS

- ➢ [View this course online](#)
- ➢ [In-house Training Instant Quote](#)