PROFESSIONAL DEVELOPMENT TRAINING

# Microsoft Office 365 OneNote Essentials Training

REQUEST QUOTE

1.0 DAY COURSE

**This Microsoft Office 365 OneNote Essentials Training teaches you the basic skills to use this multiple-user collaboration and information gathering component of the web-based Microsoft Office suite.**

**This hands-on workshop covers such topics as: understanding the Office 365 web interface, understanding, creating and using Notebooks, how to add, move or delete sections, pages and sub-pages, how to use the Pop Out, Styles and Tags, how to insert Pictures, Clip Art, tables and links 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.**

### What You'll Gain:

Through this workshop your participants will be introduced to the way OneNote is integrated into the 365 Web Apps by discussing the Home Page, the Team Site, and the Shared Documents list. We'll also explain how to upload one of your existing OneNote notebooks to the site.

With Office 365 OneNote, you can access your OneNote notebooks from the same website where they are stored, and make some basic changes without using a computer where your desktop Office applications are installed.

## Outcomes

**By the end of this course, participants will:**

- Open and close notebooks in reading or editing view
- Understand the Office 365 web interface
- Upload a document to the Shared Documents library
- Understand notebooks
- Add sections, pages and sub-pages and move or delete them
- Name pages

- Format fonts and paragraphs with a variety of features
- Use Styles and Tags
- Insert tables and links
- Insert and work with Pictures and Clip Art
- Use the Pop Out
- Open Notebooks in the OneNote 2010 desktop application
- Show authors
- Work with Page versions

# Modules

### Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Lesson 2: Formatting Your Text

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Color
- Adding Font Enhancements
- Highlighting Text
- Clearing Formatting
- Module Seven: Review Questions

### Lesson 3: Welcome to Office 365 Web Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document
- Module Two: Review Questions

### Lesson 4: Paragraph Formatting, Styles and Tags

- Setting the Alignment or Text Direction
- Using Indents and Tabs
- Adding Bullets and Numbering
- Applying Styles
- Tagging Notes
- Module Eight: Review Questions

### Lesson 5: Working with Notebooks

- Understanding Your Notebook
- Opening a Notebook
- The OneNote Web App Interface
- Creating a New Notebook
- About Saving
- Closing Notebooks
- Module Three: Review Questions

### Lesson 6: The Insert Tools (I)

- Inserting a Table
- Adding Text to a Table
- Working with Tables
- Inserting Links
- Module Nine: Review Questions

### Lesson 7: Working with Pages and Sections

- About the Pages Pane
- Adding Pages
- Creating Sub-Pages
- Moving and Deleting Pages
- Adding Sections
- Module Four: Review Questions

### Lesson 8: The Insert Tools (II)

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures
- Module Ten: Review Questions

### Lesson 9: Editing in the Browser

- Using the Pop Out
- Minimizing the Ribbon
- Opening in OneNote
- Typing Text
- Module Five: Review Questions

### Lesson 10: The View Tab

- Overview of the Reading View
- Show Authors
- Page Versions
- Module Eleven: Review Questions

### Lesson 11: Basic Editing Tasks

- Selecting and Editing Text with the Mouse or Keyboard
- Using Cut, Copy and Paste
- Using Undo and Redo
- Checking Your Spelling
- Setting the Proofing Language
- Module Six: Review Questions

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

**Talk to our expert team**

**Phone:**

Email: