

MICROSOFT ONENOTE ONLINE

Course Code: 821480

By the end of this course, users should be comfortable creating a new OneNote notebook, entering information into OneNote from a variety of sources, and using OneNote's collaboration tools.

Welcome to our Microsoft OneNote Online courseware. OneNote Online is Microsoft's cloud-based note-taking and organizational application. OneNote Online includes familiar Office features (such as the ability to add different types of content to a notebook), as well as unique note-taking options, such as handwriting and inking features).

Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

What You'll Learn

- Getting Started with OneNote
- Working with Notes, Part One
- Work with Notes, Part Two
- Finalizing a Notebook

Who Needs to Attend

Novice users who are wanting to learn OneNote Online

Prerequisites

This course is designed for users who are comfortable using Windows and Internet Explorer or Microsoft Edge. Students should complete the first part of our Office 365 courseware before beginning this program.

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CLASSROOM LIVE

\$295 CAD

1 Day

Classroom Live Outline

Lesson 1: Getting Started

- Topic A: Getting Started with OneNote Online
- Topic B: Setting up a Notebook
- Topic C: Managing Pages and Sections, Part One
- Topic D: Managing Pages and Sections, Part Two
- Topic E: Printing and Viewing Notebooks

Lesson 2: Working with Notes, Part One

- Topic A: Formatting Tools
- Topic B: Adding Images to a Notebook
- Topic C: Adding Tables to a Notebook
- Topic D: Adding Other Elements to a Notebook

Lesson 3: Working with Notes, Part Two

- Topic A: Using Tags and Symbols
- Topic B: Adding Handwritten Text
- Topic C: Highlighting Text

Lesson 4: Finalizing a Notebook

- Topic A: Using Proofing Tools
- Topic B: Sharing Notebooks
- Topic C: Working with Notebook Versions

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

Virtual Classroom Live Outline

Lesson 1: Getting Started

- Topic A: Getting Started with OneNote Online
- Topic B: Setting up a Notebook
- Topic C: Managing Pages and Sections, Part One
- Topic D: Managing Pages and Sections, Part Two
- Topic E: Printing and Viewing Notebooks

Lesson 2: Working with Notes, Part One

- Topic A: Formatting Tools
- Topic B: Adding Images to a Notebook
- Topic C: Adding Tables to a Notebook
- Topic D: Adding Other Elements to a Notebook

Lesson 3: Working with Notes, Part Two

- Topic A: Using Tags and Symbols
- Topic B: Adding Handwritten Text
- Topic C: Highlighting Text

Lesson 4: Finalizing a Notebook

- Topic A: Using Proofing Tools
- Topic B: Sharing Notebooks
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PRIVATE GROUP TRAINING

1 Day

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