

Microsoft OneNote 365 Course Outline

Duration: 1 Day

Welcome to our Microsoft OneNote 365 training course. Learn to enhance your digital note-taking skills and collaborate effectively in real-time. Whether you're new to OneNote or want to master its advanced features, this course has something for everyone.

What You'll Learn

- Navigate the OneNote interface and organise notebooks across devices
- Add and format content, including images, tables, audio, and video
- Use advanced tools like quick notes, tagging, and drawing features
- Attach files, manage printouts, and explore saving and exporting options
- Finalise and share notebooks with collaboration and customisation tools

Course Prerequisites

This is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

Full Course Outline

Getting to Know Microsoft OneNote 365

Navigate the 365 OneNote environment
Create a notebook
Add content elements to a notebook
Use viewing tools
Share and collaborate on notebooks

Adding Content to a Notebook

Modify formatting in a notebook
Add images to a notebook
Add tables to a notebook
Add audio and video to a notebook

Using Advanced Tools

- Add quick notes and links
- Insert symbols and equations
- Use drawing tools
- Use tags

Managing Files

- Work with embedded files
- Export content
- Manage the notebook recycle bin and backups

Finalising a Notebook

- Use review and research tools
- Search notebooks
- Print notes

Sharing Notebooks and Customising OneNote

- Send a notebook and use integrations
- Customise the interface

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.