

Microsoft OneNote and Teams 365 Level 1 Course

Outline

Duration: 1 Day

In this hands-on Microsoft OneNote and Teams training course you'll learn how to create and share notes seamlessly across devices, collaborate with your team in real-time, and integrate OneNote directly into Teams for enhanced teamwork. Whether you're brainstorming, managing projects, or writing reports, this course equips you with the skills to maximise productivity in the Office 365 ecosystem.

What You'll Learn

- Create, organise, and navigate notebooks, sections, and pages in OneNote
- Use in-page features and access OneNote on mobile devices
- Manage Teams, including creating channels and managing settings
- Integrate OneNote into Teams to collaborate effectively on shared notes
- Conduct and manage Teams meetings with integrated OneNote tools

Course Prerequisites

This course is perfect for Office 365 users looking to enhance their collaboration and organisation skills. Delegates should:

- **Be familiar with Microsoft 365 basics:** Understand how to navigate and use its core apps
- **Have basic computer skills:** Be comfortable using a PC, Mac, or equivalent interface device

Full Course Outline

Microsoft 365 OneNote

What is OneNote?

Examples of using OneNote

OneNote online and the OneNote app

Working with Notebooks

Creating and managing notebooks

Changing notebook colour and names

Syncing, closing, and deleting notebooks

Sections and Pages

- Creating and organising sections
- Linking, pinning, and grouping sections
- Creating, naming, and managing pages
- Adding text, pictures, and multimedia content

In-Page Features

- Adding video, audio, and hyperlinks
- Inserting meeting details from Outlook
- Using stickers and attaching files

OneNote Mobile and Settings

- Installing and using the mobile app
- Customising autocorrect, spell check, fonts, and paste options

Microsoft Office 365 Teams

- Sending messages and adding pictures, links, and emojis
- Creating announcements and polls
- Managing Teams and channels

Teams Meetings

- Scheduling and joining meetings
- Using virtual backgrounds, sharing screens, and recording sessions

Teams and OneNote Integration

- Sharing OneNote notebooks in Teams
- Understanding OneNote sharing limitations
- Adding and removing Teams tabs
- Adding an entire notebook in Teams

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.