



Microsoft OneNote Starter

GOAL

The goal of the OneNote Starter is to provide you with a practical guide to taking digital notes using OneNote. The course guides you through everything you'll need from basic note taking through to inserting various content types, then highlighting sharing and collaboration options.

OUTCOME

By the end of the course you'll be able to create and structure OneNote notebooks, take notes and add media, quickly integrate Outlook items to enable better meeting minute note taking, and finally share and collaborate on content.

DURATION

½ day (9am – 12pm or 1pm – 4pm), delivered at your premises. The course can also be delivered twice on a day so that 2 groups can attend the course.

DELIVERY

The session is instructor led to a maximum of 15 participants. Participants will be hands-on all through the day.

PRICING

The total cost for the ½ day for up to 15 participants is \$800 + GST (that's approximately \$85 per person). The full day option to deliver the course twice is \$1,250 + GST. Additional costs may apply for travel outside of Brisbane, Queensland.

HOW TO BOOK

Make a booking for the course by emailing mark@theofficebox.com.au or phone 0408 331 464.

SET UP REQUIREMENTS

A room with a data projector that seats up to 15 participants. Attendees will require a Windows based PC with OneNote 2013 (or any later version).

EXPECTED ATTENDEE SKILL LEVEL

Attendees should be familiar with the Microsoft Windows environment and have previously used a Microsoft Office program.



SCHEDULE

1 Introduction

The introduction provides an overview of the OneNote interface and examples of the benefits of digital note taking.

- What is OneNote?
- Benefits of digital notes
- A tour of the interface

2 Creating and structuring notebooks

OneNote has three major elements – books, sections and pages. You'll learn how to structure your notes to make content easy to locate

- Creating new books, sections and pages
- Saving content
- The importance of search

3 Adding different types of notes

OneNote allows you to add all kinds of notes, from basic text through to images and audio/video recording. This section runs through those options.

- Adding and formatting text notes
- Inserting files into notebooks
- Working with hyperlinks
- Images, audio and video

4 Reorganising notebooks

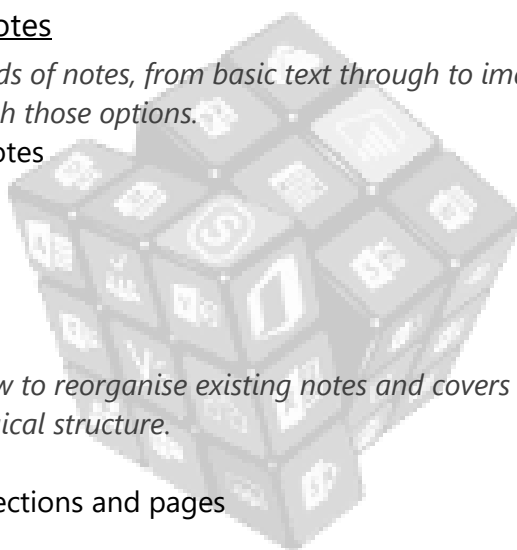
This section walks you through how to reorganise existing notes and covers functionality such as moving notebook elements and adding logical structure.

- Moving notes
- Moving and copying books, sections and pages
- Page hierarchies
- Section groups and navigation

5 Using tags

As you take notes across pages you'll eventually want to quickly retrieve some of these notes based on a category – for example a 'to do list' or 'action items'. This section shows you how to use tags to quickly categorise and retrieve notes .

- Adding tags
- Viewing tags
- Consolidating and summarising tagged content





6 OneNote and Outlook integration

A lot of day to day communication happens via Outlook emails, calendar and tasks. This section highlights the integration points between Outlook and OneNote.

- How OneNote integrates with Outlook
- Taking meeting notes
- Creating Outlook tasks in OneNote
- Emailing OneNote content
- Exporting notes

7 OneNote as part of Office 365

Office 365 enables access to content from any smart device. A number of Office 365 apps use OneNote notebooks as part of the content creation and collaboration process. This section shows you some of the apps and guides you through the OneNote Online interface.

- What's the difference between OneNote and OneDrive?
- Office 365 notebooks in SharePoint, Teams, Groups, Skype for Business and OneDrive
- Can I view notes on my phone or tablet?
- Interface differences between desktop and online versions of OneNote
- Accessing the apps

8 Conclusion

You'll now be armed with a solid understanding of how to get the most out of OneNote and digital notes but as you start creating content you might need some help. This section shows you where to get resources and assistance.

- Finding free OneNote resources and structured learning
- Getting help

