Microsoft OneNote for Windows 10

Category: Modern Workplace & M365 | **Vendor:** Logical Operations

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® OneNote® for Windows® 10 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others.

About This Course

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® OneNote® for Windows® 10 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others.

Who Should Attend

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office and want to incorporate digital note-taking and note collaboration by using OneNote for Windows 10. In addition to creating and modifying OneNote notebooks, this course will introduce you to inserting images and files into notebooks, managing notebooks, and sharing content.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will develop digital note-taking skills by creating, modifying, and managing OneNote notebooks.

You will:

Navigate and customize the OneNote for Windows 10 environment.

Add and format text, images, tables, and drawing objects in a notebook.

Use tags, organize notebooks, and search notebook content.

Send and share notebook content.

Configure password protection and restore deleted notebook content.

Detailed Course Outline

Getting Started with OneNote

- Topic A: Navigate the OneNote for Windows 10 Environment
- Topic B: Customize the OneNote User Interface

Adding and Formatting Notebook Content

- Topic A: Apply Formatting to Notebook Content
- Topic B: Insert Files
- Topic C: Insert Tables
- Topic D: Use Drawing Tools

Organizing and Searching Notebooks

- Topic A: Use Tags
- Topic B: Organize and Search Notebooks

Sending and Sharing OneNote Content

- Topic A: Share OneNote Content
- Topic B: Share OneNote Content Using OneDrive

Managing Notebook Content

- Topic A: Configure Password Protection
- Topic B: Restore Notebook Content

Additional Course Details

Nexus Humans Microsoft OneNote for Windows 10 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft OneNote for Windows 10 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft OneNote for Windows 10?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft OneNote for Windows 10 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft OneNote for Windows 10 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft OneNote for Windows 10?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft OneNote for Windows 10. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: What related terms do people search for?

Popular related searches include: One note

Q: Why choose Nexus Human for Microsoft OneNote for Windows 10?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft OneNote for Windows 10 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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