OneNote

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

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

This course provides a way for students to create and collect their notes. This course will introduce students to using OneNote notebooks to store a variety of content in an organized way, access the content from anywhere, and also share it.

About This Course

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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 Microsoft OneNote. In addition to creating and modifying OneNote notebooks, this course will introduce you to inserting images and embedding files into notebooks, categorizing content, sharing content with OneDrive®, and exporting content to other file formats.

Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

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 that work with other Microsoft Office programs. You will: Navigate and customize the OneNote interface and environment. Add and format text, images, audio, links, and drawing objects to a notebook. Embed Excel spreadsheets and attach other files to a notebook. Categorize, organize, and search notebook content. Check spelling in, print, and password-protect notebooks. Use Outlook and OneDrive to send and share notebook content. Export notebook content and manage notebook history and backups.

Detailed Course Outline

Getting Started with OneNote

- Navigate the OneNote Environment
- Use Templates
- Customize the OneNote User Interface

Adding & Formatting Notebook Content

- Apply Formatting to Notebook Content
- Insert Images and Audio into a Notebook
- Add Quick Notes and Links
- Use Drawing Tools

Embedding & Attaching Files

- Embed Excel Spreadsheets
- Attach Other File Types

Organizing & Searching Notebooks

- Use Tags
- Organize and Search Notebooks

Finalizing a Notebook

- Proof and Print a Notebook
- Configure Password Protection and Notebook Properties

Managing Notebook Files

- Export Content from OneNote Notebooks
- Back Up and Restore Notebook Content
- Send OneNote Content in Other Formats
- Share OneNote Content by Using OneDrive

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Frequently Asked Questions

Q: What delivery options are available for OneNote?

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 OneNote 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 OneNote 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 OneNote?

Yes, we provide corporate training, dedicated training, and closed classes for OneNote. 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: Why choose Nexus Human for OneNote?

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 OneNote 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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