

# Essentials of MS OneNote

 Laboratory course

**DURATION**  
**1 DAY**

**REGULAR FEE**  
**350 \$**

**PREFERENTIAL FEE**  
**300 \$**

## Objectives

To provide the knowledge and skills required to make effective use of OneNote's key features in order to create, manage and organize notes and information in a single location.

## Targeted audience

Any audience..

## Prerequisite

None.

## Content

- Overview of OneNote
- Inserting content from different sources
- Interacting with Outlook elements (meetings, tasks and contacts)
- Creating and using note indicators
- Organizing and managing notebooks, sections, pages and subpages
- Recording audio and video notes
- Sharing notes and collaboration
- Vertical plans
- Customizing outlines
- Effectively searching for information in notes
- OneNote on mobile devices (phones, tablets, etc.)

## General Note

Although this course is presented using OneNote 2019, it also presents the functionalities available in OneNote 2013 and 2016.

440 René-Lévesque West Blvd, 5th Floor, Montreal (Quebec) H2Z 1V7

Phone: 514 380 0380 | toll free: 514 380 0380 (Mt) / 418 681 0865 (Qc) / 1 877 380 8228

<http://www.technologie.com/en/information-technology/ms-visio-ms-one-note/ms-onenote/essentials-of-ms-onenote/>

Contact Us: [formation@technologie.ca](mailto:formation@technologie.ca)

© 2020 All rights reserved Groupe informatique Technologia inc.

## Select the training date\*

Virtual Classroom	April 6 2020
Virtual Classroom	April 24 2020
Gatineau	September 28 2020
Quebec City	October 13 2020
Montreal	October 28 2020

## Accreditation and partner associations



The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

**6 PDU**