



Managing Information with MS OneNote

Are you finding it challenging to keep track of all the various pieces of information you need to manage? Do you find yourself wasting time looking for that information? Then look no further than Microsoft OneNote for all your information management needs.

OneNote provides you with a central location to store all your notes and documents; and the flexibility to work with them as you prefer. It allows you to capture information in a variety of ways and then organize and use it according to your needs. OneNote combines the freedom of paper with the flexibility and power of digital organizational tools. You can easily capture, access and share all your information from anywhere and with anyone in real time!

Who Should Attend

This course is designed for those who want to use OneNote to capture, organize and manage their information and collaborate effectively with others.

Starting Out

To begin, you will be introduced to OneNote and its interface. You will learn the basics of all the ribbon commands and how to navigate OneNote with confidence.

Creating and Sharing Notebooks

One of OneNote's best features is the way it can be used to share content with others over multiple locations. This lesson will discuss how to create and share a notebook and keep notebooks up to date.

Managing Notebook Information

You will learn how to capture different types of information (notes, documents, spreadsheets, pictures, etc.); and organize the content in various sections of your notebooks.

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Customizing OneNote Pages

Next, you will learn about page templates and how to set up pages in your notebook. Page templates can be created for project status reports, issue management, safety inspections and many other data capture uses.

Using Tags in OneNote

Learn how to use one of OneNote's most useful features: tags. You'll discover how to use tags to flag and easily retrieve key information.

Integration with Outlook

Finally, you'll learn how OneNote integrates seamlessly with Microsoft Outlook to create an incredibly powerful productivity duo.

Workshop Format:

- **Classroom: 1 Day (9:00am - 4:00pm)**
 - **Live Webinar: 2 three-hour sessions**
- *Includes unlimited email & phone coaching**

Here are few comments from clients:

- "Love OneNote – now I can leave my paper notebook behind and using OneNote to organize, plan, take notes, use tasks and use OneNote shortcut to take quick notes."
- "This was one of the most practical and useful courses I've taken in a number of years. Thanks very much Gilles!"
- "I was dabbling in OneNote before the training but feel I can really maximize the tool now."



**Find the
information
you need
quickly &
effectively!**

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