Organize your notes and ideas with OneNote

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

- Beginner on OneNote.
- Anyone looking to optimize their use of OneNote through the M365 suite

Training objectives

- Learn how to use OneNote more effectively to organize personal and shared notes
- Develop note-taking skills for:
  - meetings
  - project management
  - client file follow-up
  - note-taking in general
- Discover essential tips to get the most out of OneNote

Summary

Microsoft OneNote is a program that allows you to centralize virtually all types of information. Unlike paper-based systems, word processors, email, and productivity improvement programs, Microsoft OneNote provides a flexible way to gather and organize: text, images, scanned handwritten notes, and audio and video recordings in a digital notebook. Its interface, similar to other Microsoft Office applications, will make it easier for you to get started. The training courses have been specially designed to save you time and productivity without beating around the bush. Our best and most experienced trainers have spread all their valuable knowledge and experience to offer you the best practices, the best tips and tricks in short, precise and practical trainings.

Course outline

- Set up for a good start.
- The concept of intuitive note-taking.
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Management of indicators and synthesis.

- Manage notebooks, group, section, subsection, page, and subpage.
- Team sharing of note pages.
- The essentials for effective note-taking.
- Manage notes in project mode.
- Grade management in R&D mode.
- Course grade management.
- Meeting management.
- Management of telephone messages.
- Insertions.
- Impressions to OneNote.
- Research.
- Synergy between Microsoft Outlook and Onenote.
- Canvas customization.
- Tips and tricks.

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Have the desktop app

Recommendations

Knowledge of the Microsoft 365 environment (including OneDrive and Teams) is highly recommended.

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