Microsoft OneNote 365, Part 1 of 2

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Meet the expert: Vicky has over 25 years of experience as a software instructor focused on specialized curriculum development, individual and group training of individuals with a diverse skill level, and software testing. She has worked exclusively within the legal environment providing instruction (classroom, one-on-one, and remote), consulting, courseware design, support, and documentation. Her expertise includes various versions of Microsoft Office products, iManage, Workshare Compare, Nuance PDF Advanced as well as various other programs.

Prerequisites: Experience with other Microsoft products will be helpful as this product shares common interface functionality but is not required.

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Course description: Microsoft OneNote allows a user to create and organize Notes across multiple devices. This course focuses on: getting started with OneNote, using the Quick Access Toolbar, Notebooks and how to take Notes.

Course outline:

Screen Overview
- Introduction
- Course Agenda
- Screen Overview Part 1
- Screen Overview Part 2
- Summary

Quick Access Toolbar
- Introduction
- Quick Access Toolbar
- Notebooks
- Summary

Notebooks
- Introduction
- Pages and Subpages a
- Sections and Section Groups
- Summary

Taking Notes
- Introduction
- Taking Notes Part 1
- Taking Notes Part 2
- Inserting Pictures
- Inserting Printouts and Attaching Files
- Summary