Microsoft OneNote 365, Part 2 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: Working with Content, Tagging Notes, Sharing Combined, and interfacing with Outlook

Course outline:

Working with Content
• Introduction
• Working with Content Part 1
• Working with Content Part 2
• Working with Links
• Summary

Tagging Notes
• Introduction
• Tagging Notes
• Searching
• Printing and Exporting
• Summary

Sharing Combined
• Introduction
• Sharing Combined
• Quick Notes
• Summary

Outlook
• Introduction
• Outlook Part 1
• Outlook Part 2
• Onetastic for OneNote
• Summary