

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