

# Microsoft OneNote 365, Part 2 of 2

page 1

**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.

**Runtime:** 01:12:36

**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