

MICROSOFT ONENOTE FOR OFFICE 365

COURSE SPECIFICATIONS

Course Code:	MS-1NOT
Course No:	ELK91-174_rev1.0
Course Length:	1 Day

COURSE DESCRIPTION

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft's OneNote app provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will help you use OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and share it with others. Additionally, learning how OneNote and other applications in the Microsoft 365 suite are integrated will increase your productivity.

TARGET AUDIENCE

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft 365 and want to incorporate digital note taking and note collaboration by using Microsoft OneNote.

PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. Previous experience with OneNote is not required; however, having a basic understanding of the Microsoft 365 productivity suite would be beneficial.

HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

SOFTWARE REQUIREMENTS

For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

For virtual online training:

- A Microsoft Team account.

NOTE: *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

COURSE OBJECTIVES

In this course, you will develop note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft 365 applications. You will:

- Navigate and customize the OneNote environment and create your first notebook.
- Add and format various types of notes and note elements, including text, links, and drawing objects.
- Add images, video, audio, Excel spreadsheets, and other types of files to a notebook.
- Organize, categorize, and search notebook content.
- Finalize notebook content by checking spelling, printing copies, and password-protecting notebooks.
- Manage notebooks by exporting content and working with history and backups.
- Share notebooks using Outlook and collaborate with colleagues using OneDrive.

LEARNING OUTLINE

1. Getting Started with OneNote
 - a. Navigate the OneNote Environment
 - b. Create Notebook Pages from Page Templates
 - c. Customize the OneNote User Interface
2. Adding and Formatting Notebook Content
 - a. Format Notebook Content
 - b. Add Quick Notes and Linked Notes to a Notebook
 - c. Use Drawing Tools in a Notebook
 - d. Use Dictation in a Notebook
3. Adding Files to Notebooks
 - a. Insert Images, Video, and Audio into a Notebook
 - b. Embed Excel Spreadsheets in a Notebook
 - c. Attach Other File Types to a Notebook
4. Organizing Notebook Content
 - a. Use Tags to Categorize Notes
 - b. Organize and Search Notebooks
5. Finalizing Notebooks
 - a. Proof and Print a Notebook
 - b. Configure Password Protection and Notebook Properties
6. Managing Notebooks
 - a. Export Content from a Notebook
 - b. Manage Notebook History

7. Sharing OneNote Content

- a. Send Notebook Pages to Others
- b. Work with Integrated Outlook Features
- c. Collaborate on Notebooks

ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a OneTrust Training Solutions certificate that indicates *Attendance* will be provided.

MERSETA TRAINING PROVIDER

OneTrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *OneTrust Training Solutions* certificate for the relevant courses.

CONTACT DETAILS

Further enquiries may be directed to:

ONETRUST TRAINING SOLUTIONS (PTY) LTD

Vanderbijlpark | South Africa

Tel: +27 16 982 1651

Cell: +27 83 565 0915

Email: admin@otts.co.za