Microsoft OneNote

✓ Step 1 – Select Product

Application – Microsoft OneNote
Platform – Microsoft Windows & Mobile
Versions – 2013, 2016, 2019
Level – 1
Location – Client site

Prerequisites:
- Basic Keyboard Skills
- Basic Computer Skills

What do you get:
- ☑ Experienced & qualified facilitator
- ☑ Targeted course outline
- ☑ Printed Courseware
- ☑ Electronic Certificate
- ☑ Digital Badge for LinkedIn profile
- ☑ Free 6 month email support

✓ Step 2 – Select Topics

Topics

Level 1
- ☐ Getting to Know OneNote
- ☐ Your First Notebook
- ☐ Sections and Pages
- ☐ Adding Content
- ☐ Working With Linked Notes
- ☐ Using Quick Notes
- ☐ Formatting Notes
- ☐ Working With Note Containers
- ☐ Outlining
- ☐ Working With Tables

- ☐ Using the Drawing Tools
- ☐ Tagging Notes
- ☐ Searching Notebooks
- ☐ Templates
- ☐ Formatting Pages
- ☐ Printing and Exporting Notebooks
- ☐ Security Features
- ☐ Sharing Notebooks
- ☐ Integrating With Outlook
- ☐ Recording Macros

✓ Step 3 – Contact CTC

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Based on your chosen Product and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!