



Education and Support for SharePoint, Office 365 and Azure  
[www.combined-knowledge.com](http://www.combined-knowledge.com)

## COURSE OUTLINE

# BITESIZED ONENOTE

Course Duration: 2 hours

## Overview

Provide the knowledge and practice to use Office 365 OneNote and its components efficiently and effectively at an introductory level and to enhance collaboration.

## Audience

Discover how to take advantage of an essential tool, OneNote. Take, organise and share your notes with others.

## Prerequisites

No previous knowledge or experience of OneNote is required, experience using Microsoft Office applications such as Word, Excel and Outlook would be an advantage but not necessary.

## Outcomes:

By the end of the session the you will be able to do the following:

- Gather information in an electronic notebook
- Organise and search information with ease
- Share your notes and information
- Integrate OneNote Office 365 applications

## The course will cover the following content:

- Screen Layouts and Navigation
- Creating New Note
- Sections and Pages
- Inserting notes into a page and basic formatting Sections and Pages
- To-do list and Tag
- Add meeting details from Outlook OneNote
- Email Notebook page to recipient
- Using Outlook with One Note
- Inserting objects in to notes
- Embed Microsoft Office files in OneNote
- Record Audio
- Searching in OneNote
- Drawing in OneNote
- Inserting Table
- Insert symbols and Equations
- Sharing Notebook
- Printing notebook content

## Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

### Office 365 Users

- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

### SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

### SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

### SharePoint Developers

- Developer Track

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Office 365  
Training Platform

