Office 365: OneNote

Learn how to use OneNote with Office 365 to create digital notebooks for capturing, organising and sharing information including meeting minutes, workshop notes and other important reminders.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Windows applications

Version: Suitable for 2013, 2016 and Office 365

Learning Outcomes

- Understand OneNote
- Create Notes
- Use Pages and Sections

Course Content

- Understanding OneNote
- Creating Notes
- Using Pages and Sections