OneNote: The Ultimate Notebook

Audience
For individuals who need to collate information, carry out research, take and edit notes

Outcomes
To be able to use OneNote to record, curate and retrieve a wide range of notes

Course Content
When to use OneNote
Navigate around the OneNote interface
Organise information in Notebooks, pages, subpages
Add and annotate content
Tag and search notes
Use templates
Export data into OneNote
Share notebooks

Duration
2 hour with lots of hands on practical exercises

Price
£220 or
£310 including the hire of 8 laptops

Includes
Full colour booklet to accompany the lesson