



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

- What is OneNote? What's it for?
- How to set up OneNote
- How to create and edit new Notebooks, Pages, Sections
- How to add pictures, videos, sounds and links
- How to insert documents and create tables
- How to Use Templates
- Maths features
- Dock to Desktop

Duration

3 hours with lots of hands on practical exercises

Price

£310 including the hire of 8 laptops

Includes

Full colour booklet to accompany the lesson

