

Microsoft OneNote Compact (ON365K)

ID ON365K **Price** 490.— €(excl. tax) **Duration** 1 day

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Course Overview

Learn quickly and without ballast that OneNote 2016 is more than just a dumb digital notepad. We'll show you how to use OneNote 2016 to document, structure and add to your notes, how to work efficiently with One Note 2016 and how to always keep track of your content. You'll also learn how to use OneNote 2016 on mobile devices such as smartphones and tablets, and how to work effectively in a team. Supported by easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with OneNote 2016.

In no time at all, you'll learn how to create your first notes in OneNote 2016. Already on the first pages you will learn all the basic aspects of OneNote 2016 with the help of an easy-to-follow example, from the first note to self-created screen clippings to printing. Thus, after the first chapter you have already not only understood the basics of working with OneNote 2016, but also experienced them practically.

After the first sense of achievement has set in and you have received an overview of the basic possibilities of OneNote 2016, you will gradually learn all the OneNote features that may be of importance in later practice. This way, you can easily build up your OneNote skills step by step according to your personal requirements. In addition, "OneNote 2016 - Organized and efficient team work" also provides you with valuable services as a quick reference book again and again.

- OneNote 2016 kennenlernen
- Basic techniques
- Add and arrange content
- Structure and search for content
- Work efficiently
- Set up OneNote individually
- Mobile working
- Working in a team

Course Content

1 OneNote 2016 kennenlernen

- 1.1 What is OneNote
- 1.2 OneNote apps at a glance
- 1.3 OneNote 2016 starten
- 1.4 Entering initial data
- 1.5 Print notes
- 1.6 Close OneNote
- 1.7 Exercise

2 Basic techniques

- 2.1 Structure and function of notebooks
- 2.2 Create new notebook
- 2.3 Sections
- 2.4 pages
- 2.5 Delete or restore elements
- 2.6 Entering and formatting texts
- 2.7 Exercise

3 Adding and arranging content

- 3.1 Working with containers
- 3.2 Using tables
- 3.3 Create drawings
- 3.4 Inserting content
- 3.5 Quickly add audio notes
- 3.6 Exercises

4 Structure and search content

- 4.1 Use categories
- 4.2 Structuring content with lists
- 4.3 Insert links
- 4.4 Search content
- 4.5 Working with templates
- 4.6 Exercises

5 Work efficiently

- 5.1 Send notes via e-mail
- 5.2 Adding Meeting Details to OneNote
- 5.3 Creating Outlook Tasks
- 5.4 Export contents
- 5.5 Set up options for printing and viewing

- 5.6 Sending content from other apps to OneNote/ OneNote printer
- 5.7 Using web page notes
- 5.8 Using linked notes
- 5.9 Exercises

6 Set up OneNote individually

- 6.1 Customizing the Toolbar for Access
- 6.2 Customizing the Ribbon
- 6.3 Define user
- 6.4 Exercise

7 Mobile working

- 7.1 Work mobile with OneDrive and OneNote
- 7.2 Using OneNote Online
- 7.3 Transferring content from the Internet
- 7.4 Sending your own e-mails to OneNote
- 7.5 Reading text from images
- 7.6 Transferring Content to OneNote with Office Lens
- 7.7 OneNote on mobile devices
- 7.8 Exercise

8 Working in a team

- 8.1 Synchronize content
- 8.2 Share content
- 8.3 Protect content with password
- 8.4 Restore backup
- 8.5 Working in a team
- 8.6 Exercises

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Germany

**Fast Lane Institute for Knowledge
Transfer GmbH**
Tel. +49 40 25334610
info@flane.de / www.flane.de

Austria

ITLS GmbH
(Partner of Fast Lane)
Tel. +43 1 6000 8800
info@itls.at / www.itls.at

Switzerland

**Fast Lane Institute for Knowledge
Transfer (Switzerland) AG**
Tel. +41 44 8325080
info@flane.ch / www.flane.ch