

# Microsoft OneNote – Perfect Notebook

Course code: MSON1

Forget colored paper stickers and learn how to effectively manage notes in Microsoft OneNote. With OneNote you will always find your notes. Thanks to the perfect classification system you will always have notes all over your hands. Use OneNote for defining of To Do Lists and quick screenshots (including the website address), link notes to the files. Combine OneNote, Outlook and smartphone to get a powerful tool for the "Getting Things Done" - GTD.

## Who is the course for

For users who need to have a system in their notes.

## Required skills

Basic knowledges of Microsoft Outlook, Word, Excel and PowerPoint.

## Teaching methods

Professional explanation with practical samples and examples.

## Teaching materials

Printed PowerPoint handouts

## Training outline

Environment of application

Notebooks

- Definition
- Sections
- Pages, subpages

Notes

- Text notes
- Links
- Drawings
- Pictures
- Tables
- Charts
- Multimedia content
- Timestamp

Management of notes

- Searching
- Notes flags
- Tasks from selected tasks
- Linked notes

Colaboration with other Microsoft Office applications

- Links to Outlook tasks & calendar events
- Colaboration with Microsoft PowerPoint, Word, Excel

Notes sharing

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