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 allways 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 powerfull tool for the "Getting Things Done" - GTD.

Affiliate	Duration	Course price	ITB
Praha	1	2 900 Kč	0
Brno	1	2 900 Kč	0
Bratislava	1	125 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
06.11.2026	1	2 900 Kč	Presence	CZ/SK	GOPAS Praha
27.11.2026	1	340 €	Presence	CZ/SK	GOPAS Bratislava
07.12.2026	1	125 €	Presence	CZ/SK	GOPAS Bratislava
04.02.2027	1	2 900 Kč	Presence	CZ/SK	GOPAS Praha
12.03.2027	1	2 900 Kč	Presence	CZ/SK	GOPAS Brno
31.03.2027	1	125 €	Presence	CZ/SK	GOPAS Bratislava
31.03.2027	1	2 900 Kč	Online	CZ/SK	Online
31.03.2027	1	125 €	Online	CZ/SK	Online
24.05.2027	1	2 900 Kč	Presence	CZ/SK	GOPAS Praha
29.07.2027	1	2 900 Kč	Presence	CZ/SK	GOPAS Brno
02.08.2027	1	125 €	Presence	CZ/SK	GOPAS Bratislava
02.08.2027	1	2 900 Kč	Online	CZ/SK	Online
02.08.2027	1	125 €	Online	CZ/SK	Online
04.08.2027	1	2 900 Kč	Presence	CZ/SK	GOPAS Praha
25.10.2027	1	2 900 Kč	Presence	CZ/SK	GOPAS Brno
15.11.2027	1	2 900 Kč	Presence	CZ/SK	GOPAS Praha
13.12.2027	1	125 €	Presence	CZ/SK	GOPAS Bratislava
13.12.2027	1	2 900 Kč	Online	CZ/SK	Online
13.12.2027	1	125 €	Online	CZ/SK	Online

The prices are without VAT.

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

GOPAS Praha
Na Strži 2097/63
140 00 Praha 4 - Krč
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Microsoft OneNote – Perfect Notebook

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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