Microsoft OneNote - Introduction

Understanding OneNote

- What is OneNote
- The OneNote Environment
- Getting Help

Working with Notebooks

- Getting Started
- Create a New Notebook.
- Organise Information with Sections and Pages

Working with Pages

- Creating Pages and Subpages
- Managing Pages
- Inserting Text and Graphics

OneNote Integration

- Keeping Track
- OneNote with other Applications
- Sharing OneNote

* Course content can be modified to suit your organisation

AMK TRAINING AND CONSULTING

www.amkconsulting.com.au