

Microsoft OneNote Productivity Training

On Demand (self-paced) program



Microsoft OneNote is an electronic note-taking program that can totally transform your notetaking and even your workflow. It has been around for many years but really come into its own in more recently as the workforce has become increasingly mobile and laptop enabled. The drive to go paperless combined with Microsoft Office 365 Software roll outs across organisations has also contributed to its popularity. This program integrates well with Outlook and Teams.



On Demand format
(self-paced)

Session 1

Introduction to OneNote

- The benefits of digital notetaking
- Know the different OneNote programs/Apps
- Avoid common set up traps
- Create, manage and share your Notebooks
- Create and organise the Sections/Section Groups and colours
- Organise your Pages
- Using Search
- Using Dictate on a page
- OneNote on your phone
- 1 hr 20 mins



Progress through the recordings and resources at your own pace

Session 2

Doing More with OneNote

- Working with Files
- Inserting links
- Using Search and text recognition
- Using OneNote Tags
- Creating/using Page Templates
- Sharing Notebooks – collaborating in real time
- Using your Pen to draw
- Integrations with Outlook to manage your workflow
- 1 hr 20 mins



Presenter & Rates

Presented by

Geoff Prior
Founder, Director and Productivity Trainer and Coach with Lingford Consulting since 2002

\$200 (inc GST) per person

Click here to register

<https://www.emailproductivity.com.au/product/digital-productivity-training-on-demand-programs/>