Taking notes efficiently with Microsoft OneNote («MON»)

Screens framed by colored slips of paper, notes here and there, and just when specific information is needed, the search begins again. In this seminar you will learn how to work with the practical software OneNote.

Duration: 0.5 days
Price: 400.–
Course documents: Digital

Content

Collected information is efficiently retrieved at any time because OneNote is more than just a digital notepad. In addition, you can synchronize notes to access it on the way and capture new ideas.

- Introduction to the digital notebook
- Working surface and areas of the notebook
- Create notes and margin notes
- Working with categories
- Search for content
- Information from web and other office applications
- Release notebook
- OneNote WebApp
- Freehand drawings
- Create and use templates

Key Learnings

- Capturing notes and other information in OneNote 2016 as well in the OneNote App
- Efficiently accessing the notes at any time

Target audience

This course is designed for users who want to store their diverse information and ideas in a structurable system for more efficient use

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/course-taking-notes-efficiently-with-microsoft-onenote