



# Microsoft OneNote Productivity Training

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 Microsoft OneNote's popularity. This program integrates well with Outlook and Teams.

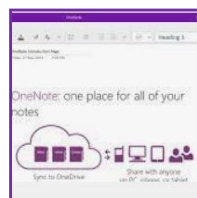


Two x 90-minute training sessions over two days

## Session 1

### Introduction to OneNote

- The benefits of digital notetaking
- Know the different OneNote programs/Apps
- Avoid common set up traps
- Create and manage your Notebooks
- Create and organise the Sections/Section Groups
- Organise your Pages
- Taking notes – the basics

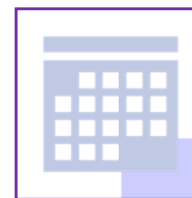


Online and interactive

## Session 2

### Doing More with OneNote

- Working with Files
- Inserting links and Search
- Using OneNote Tags
- Creating and using Page Templates
- Sharing Notebooks – collaborating in real time
- Using your Pen
- Outlook integrations to manage your workflow



## Times / Dates / Rates

### Upcoming Programs

All upcoming dates can be found on the following link or by using the QR code below:

[www.emailproductivity.com.au/product-category/4-digital-training-package/](http://www.emailproductivity.com.au/product-category/4-digital-training-package/)

### Cost to Attend

\$240 (inc GST) per person



Presented by  
Geoff Prior

Director and  
Productivity  
Trainer/Coach  
with Lingford  
Consulting

