

ONE-101

Centralize and Organize your Information with OneNote



Many of us use a notebook to take notes. At first, it sounds like a great idea, but what happens when the information comes from files or websites, or if we want to add a photo to our notes? This is where OneNote software becomes the perfect solution for centralizing and organizing your information.

In addition, OneNote offers powerful search tools that allow you to quickly access information. Also, using different sharing options you will be able to exchange your notes with your team and consult them from your pad, your smartphone, or any computer with internet access.

Thanks to the Sylbert method, you will finally be able to regain control over the organization of your information.

Objectives

With this training, participants will be able to:

- Stop scattering your information by effectively organizing your notes and references in OneNote with the Sylbert method
- Save time by harnessing the power of the search engine
- Quickly create lists of tasks, items, follow-ups

Practical information

Duration	6 hours
Level	Beginner
Number of participants	7 participants
Languages available	French - English

Prerequisites

General knowledge of the Windows environment

Target audience

For participants who have never or very little worked with OneNote. Anyone wishing to set up a system to organize its notes, centralize all its ideas and information about its projects, responsibilities, and activities. Anyone wishing to share and access its information on the go.

Content

1 - Part 1

- What is OneNote?
- Use the Sylbert method to efficiently organize its information
- Insert files, tables, lists, screenshots, and emails.
- Organize its meeting notes using OneNote
- Integrative exercise

2 - Part 2

- Back on part 1 (creating a team notepad)
- Plan its follow-ups with Outlook tasks
- Link its information with OneNote links
- Integrate images, graphics, and Web content
- Use indicators to group information by category
- Share a team notebook
- Best practice for managing OneNote files
- Hands-on exercise

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months