

ONE-101-365

How to Centralize and Organize your Information with OneNote



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

In addition, OneNote offers powerful search tools. And if you store your notebooks in the cloud, you can access all your information from the main app, your tablet, smartphone, or any web browser.

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 their 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 (2 X 3h)
Level	Beginner
Number of participants	Up to 7 participants
Languages available	French - English

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.

Prerequisites

General knowledge of the Windows environment

Content

1 - Part 1

- Understand the structure and purpose of OneNote
- Use the Sylbert method to efficiently organize your information
- Insert files and hypertext links, tables, screenshots, emails, even pictures, handwritten notes (text, formulas or drawings)
- Organize meeting notes using OneNote
- Hands-on exercises throughout the training.

2 - Part 2

- Establish a morning + end of day routine using OneNote
- Use tags to group information by category
- Plan follow-up tasks with Outlook / To Do and note-taking coming from activities in Teams
- Apply best practice for managing OneNote files
- Hands-on exercises throughout the training.

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