

ONE-103-365

How to structure your daily note-taking with OneNote



Objectives

With this training, participants will be able to:

- Develop a daily note-taking routine
- Leverage the tool's essential functions
- Centralize your notes for easy search
- Access your notes from anywhere

Practical information

Duration	3 hours
Level	Beginner
Number of participants	8 participants
Languages available	English - French

Target audience

- People who have never used OneNote or very little

Prerequisites

- General knowledge of the Windows environment
- Have a Microsoft 365 account
- Use the desktop version of OneNote (PC)

Content

1. Understanding the structure of OneNote

- Customize your interface
- Create a virtual binder in OneNote to organize your notes
- Choose where to save your notebooks (example: OneDrive)

2. Taking notes on a daily basis

- Establish a start/end of the day routine with your notes collected in OneNote
- Know how to insert all kinds of elements into a OneNote page (e.g., files, emails, hyperlinks, tables, screenshots, images, etc.)
- Use the OneNote search engine and indicators to group information by category
- Identify information that needs to be tracked or that requires an Outlook/To Do task
- Bring together your notes with activities from Microsoft Teams or Outlook
- Create and use page templates to save time and standardize notes

3. Managing your notebooks

- Understand and manage your notebooks storage and learn how to move them around as needed
- Know what to do if a sync problem occurs

Included with your training



*Complete manual with
step-by-step explanations*



*Exercise worksheets seen
in class*



Training Certificate



*Recognition Badge shareable
on your LinkedIn page*



*Post-training follow-up
offered for 6 months*