

ONE NOTE AND TO DO

COURSE SCHEDULE

OneNote:

- Getting Started with OneNote
- Navigate the OneNote Environment
- Use Templates
- Customize the OneNote User Interface
- Adding and Formatting Notebook Content
- Apply Formatting to Notebook Content
- Insert Images and Audio into a Notebook
- Add Quick Notes and Links
- Use Drawing Tools
- Embedding and Attaching Files
- Embed Excel Spreadsheets
- Attach Other File Types
- Organizing and Searching Notebooks
- Use Tags
- Organize and Search Notebooks
- Finalizing a Notebook
- Proof and Print a Notebook
- Configure Password Protection
- Notebook Properties
- Managing Notebook Files
- Export Content from OneNote Notebooks
- Back Up and Restore Notebook Content
- Sending and Sharing OneNote Content
- Send OneNote Content in Other Formats
- Share OneNote Content by Using OneDrive Manage Communities

To Do:

- Add Tasks
- Edit Tasks
- Advanced Task Options and Sharing

Name of Course	Description	No of Days	MS Teams	Cost per Delegate	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
Office One Note & To Do	Working with tasks in To Do, Using OneNote, including customisation, formatting, media, inter application interaction, sharing content.	1		1100	1200	1300