



## WorkingSm@rt<sup>®</sup> MICROSOFT + OneNote

### Who Should Attend:

This course is designed for individuals who want to use a program for taking notes and use automated tools in note-taking, that organises and cohesively manages their notes.

Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

### Format:

- Half-day instructor-led session using OneNote or
- 3.5-hour web-based virtual classroom sessions

### Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

### Related Training:

- WorkingSm@rt using Microsoft Outlook
- WorkingSm@rt using Microsoft Teams

## Make collaborating with your team as easy as 1-2-3

The key to success lies in the ability of teams to work together without the constraint of being together. Whether the challenge is virtual teams where geography is the issue, or just the reality that team schedules do not line up to allow us to meet, we must be able to overcome this constraint. Now it is possible to collaborate in a way that maximises flexibility and minimises the places you need to look to find key information or data. Find everything you need for a specific project or subject in a OneNote book, not your traditional notebook.

### This course will help you:

- Create, edit, organise, and enhance notes, and also integrate them with other applications using Microsoft OneNote.

A Better Way To Work

### Priority Management

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# Synopsis:

## WorkingSm@rt using OneNote

The Priority Management WorkingSm@rt using OneNote Workshop has been developed to empower you to take control of your work. Priority Management teaches you how to change behaviours and optimise the use of technology to take control of your time, productivity, collaboration and work results.

### Effective Information Management

- Understand today's information management issues that affect your performance at work.
- Decide which aspects of information management you want to improve.

### Unit 1: Information Management Best Practices

- Identify the best practices in information management for capturing, organising, finding, centralising, sharing and storing information.
- Determine how closely you follow these best practices and where you can improve.

### Unit 2: Getting Started with OneNote

- Understanding basic OneNote Concepts
- Understanding the structure of OneNote notebooks
- Creating, saving, sharing, opening and closing a notebook
- Using a Notebook to support a project

### Unit 3: Taking Notes

- Inserting notes in sections and pages
- Creating and using templates to facilitate your individual and team note-taking
- Inserting different types of information
- Managing space in pages

### Unit 4: Working as a Team in Shared Notebooks

- Using OneNote in a docked session to easily link information from an application or from the web
- Managing shared notebooks
- Working as a team in a shared notebook
- Managing different editions of a notebook

### Unit 5: Linking, Tagging & Locating Notes

- Linking two pieces of information
- Tagging your information
- Retrieving your information using links and tags

### Unit 6: Integrating OneNote with Outlook

- Using OneNote to support your daily activities in Outlook

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## Unique Benefits of Training with Priority Management

- All course materials are included in the workshop fee.
  - Optional Support Package: 45 minute one-on-one follow up coaching in person or via phone ensures individual learning requirements are met.
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