

OneNote 2013 Advanced Workshop

Your participants will learn how to use the advanced features of OneNote 2013. This workshop is designed to provide an in-depth understanding of OneNote 2013. Participants will be shown a practical way of learning with a hands-on and customizable approach. They will also get a chance to experience some of the new features that are offered in OneNote 2013.

OneNote 2013 allows you to track appointments, take meeting notes, record research, and keep to-do items all in one place. With Office 2013 you are provided a new landing screen which makes launching and creating documents easier than previous versions of OneNote. OneNote 2013 also has an improved user interface with an array of powerful tools to help you manage your data through Skydrive – and better information leads to better decision making!

Workshop Objectives:

- Password protect, backup or migrate notebooks
- Create and open new notebooks
- Set OneNote options
- Use advanced formatting and editing options
- Use audio and video in notes
- Work with tables
- Embed or convert tables to Excel Spreadsheets
- Use Linked Notes
- Use advanced review, collaboration and sharing options



For more information or to reserve your spot in this workshop, please contact:

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