

OneNote 2013 Essentials Workshop

Your participants will learn how to use OneNote 2013. This workshop is designed to provide a basic 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:

- Understand the Notebook interface
- Use text in notebooks
- Use Sections, Sub-sections, pages, and sub-pages
- Use templates
- Organize notes
- Tag and search for notes
- Use the OneNote clipping tool and other quick notes
- Insert various types of objects into notes
- Draw in a notebook

Review and share notes



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

Zelna Naude – 082 786 5690 – zelna@boekhoukursusse.co.za