

OneNote 365 Essentials Workshop

Through this workshop your participants will be introduced to the way OneNote is integrated into the 365 Web Apps by discussing the Home Page, the Team Site, and the Shared Documents list. We'll also explain how to upload one of your existing OneNote notebooks to the site.

With Office 365 OneNote, you can access your OneNote notebooks from the same website where they are stored, and make some basic changes without using a computer where your desktop Office applications are installed.

Workshop Objectives:

- Open and close notebooks in reading or editing view
- Understand the Office 365 web interface
- Upload a document to the Shared Documents library
- Understand notebooks
- Add sections, pages and sub-pages and move or delete them
- Name pages
- Format fonts and paragraphs with a variety of features
- Use Styles and Tags
- Insert tables and links
- Insert and work with Pictures and Clip Art
- Use the Pop Out
- Open Notebooks in the OneNote 2010 desktop application
- Show authors
- Work with Page versions



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

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