



MICROSOFT TRAINING

Microsoft Onenote End User Workshop Course

Master Microsoft OneNote to organize your notes, projects, and ideas efficiently. Boost your productivity with powerful digital note-taking.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intensive 2-hour Microsoft OneNote End User Workshop is meticulously crafted for professionals eager to revolutionize their approach to digital note-taking, organization, and comprehensive information management within the robust Microsoft ecosystem. Participants will embark on a practical journey through OneNote's intuitive interface, gaining the expertise to construct dynamic digital notebooks that far surpass the limitations of traditional paper-based systems, fostering a highly organized and accessible workspace.

The workshop provides an in-depth exploration of OneNote's core functionalities, emphasizing efficient content capture across various formats, including text, images, audio recordings, and web clippings. Attendees will master the art of structuring information logically using sections and pages, and leverage powerful search capabilities to retrieve data instantly. Crucially, the course highlights seamless integration with other Microsoft 365 applications, such as Outlook, enabling streamlined task management and integrated meeting note-taking.

Upon completion of this workshop, attendees will possess concrete, actionable skills designed to significantly elevate personal productivity, foster enhanced team collaboration through proficient use of shared notebooks, and establish a centralized, easily searchable repository for all their critical information. This mastery will directly translate into more efficient project execution, improved decision-making, and an overall boost in professional effectiveness across virtually any role.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft OneNote

- Understanding the OneNote User Interface and Navigation
- Creating and Managing Notebooks, Sections, and Pages
- Basic Note-Taking Techniques (typing, ink, dictation)
- Synchronizing Notebooks Across Devices

02 Module 2: Capturing and Organizing Information

- Inserting Diverse Content Types (images, files, screen clippings, web links)
- Utilizing Tags for Quick Search and Categorization
- Applying Page Templates for Consistent Layouts
- Using Drawing Tools and Handwriting Conversion

03 Module 3: Enhancing Productivity with OneNote

- Advanced Search and Navigation Techniques
- Linking Notes for Cross-Referencing
- Integrating with Outlook (Sending to OneNote, Outlook Tasks)
- Quick Notes and Linked Notes Features

04 Module 4: Collaboration and Sharing

- Sharing Notebooks and Managing Permissions
- Real-time Co-authoring and Tracking Changes

- Viewing Page Versions and Restoring Content
- Exporting and Printing OneNote Content

05 Module 5: OneNote Best Practices & Tips

- Optimizing OneNote for Different Devices (desktop, web, mobile)
- Securing Your Notebooks with Passwords
- Strategies for Efficient Information Management in Professional Settings
- Customizing OneNote Options and Settings

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Executive Assistant specializing in digital organization and streamlined meeting management**
- > **Project Coordinator enhancing team collaboration and centralized project documentation**
- > **Knowledge Manager optimizing information capture, retention, and retrieval processes**

FREQUENTLY ASKED QUESTIONS

Q: How will mastering Microsoft OneNote through this workshop specifically improve my daily workflow and information management as a professional?

This workshop will fundamentally transform your daily workflow by empowering you to centralize all your notes, research, and project details into dynamic, searchable digital notebooks. You will gain proficiency in quickly capturing diverse information, linking related content seamlessly, and leveraging tags for instant retrieval. This means significantly less time spent searching for scattered information, greatly improved preparedness for meetings, streamlined task management, and an enhanced capacity for collaboration, all of which directly contribute to a substantial boost in your overall productivity and organizational efficiency.

Q: What prior experience or software knowledge is recommended to get the most out of this OneNote End User Workshop?

While no specific prior experience with Microsoft OneNote is strictly required to attend this workshop, participants will derive maximum benefit from having basic familiarity with the Windows operating system and common Microsoft Office applications (such as Word or Outlook). A general understanding of file management principles and a proactive desire to enhance digital organization will provide an excellent foundation for engaging with the hands-on exercises and practical applications covered throughout the course.

Q: Beyond basic note-taking, what collaborative features will I learn to utilize in OneNote during this 2-hour workshop?

This workshop goes beyond basic individual note-taking to delve into OneNote's powerful collaborative capabilities. You will learn the essential skills to effectively share entire notebooks or specific sections with colleagues, manage access permissions with precision, and engage in real-time co-authoring, allowing multiple users to edit and contribute simultaneously. Furthermore, we will cover how to track changes, view version history, and seamlessly integrate OneNote with Outlook to effortlessly share meeting notes and assign action items, thereby significantly enhancing team communication and project coordination within your professional environment.

ABOUT COMPUTER PRIDE



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15+

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READY TO ENROL?

Take the next step in your technology career.

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