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OneNote
Staff training



Session Objectives

- › To demonstrate how to create a new Notebook
- › To demonstrate how to create sections and pages
- › To demonstrate how to organise data in a Notebook
- › To demonstrate how to share a notebook with coworkers



What is OneNote?

- › What it isn't:
 - It's not good at creating word documents
 - It's not good at creating content to be printed
 - It's not good at complicated tables with formulas

- › So what is it good for?
 - Collecting thought and ideas
 - Tracking progress
 - Collecting and classifying information

A word on..... File structure

Folder

File

Paragraph

OneNote

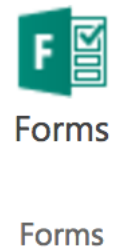
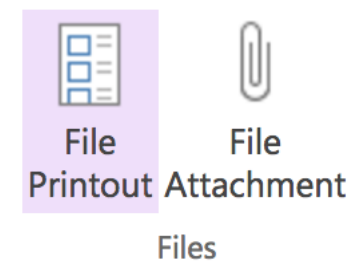
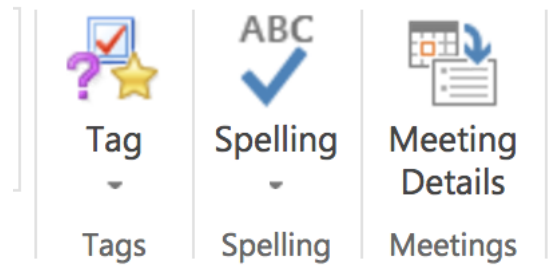
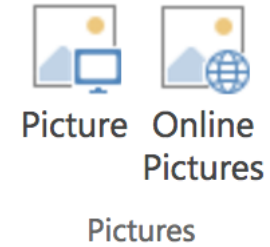
Notebook

Sections

Pages

Demonstration:

- › Create a Notebook
- › Add sections
- › Add pages to sections
- › Add content
 - Tags, Pictures, Files, To Do Lists, Screen Clips, Links
- › OneNote Online
 - Stickers
- › Share with a coworker



In groups.....



List the information you will need to collect for one of the following scenario's:

- › 1 – Organise a catering event
- › 2 – Team meetings – take minutes, share with the team
- › 3 – Organise a trip



In groups....

- › In order to complete your group scenario:
 - Create a Notebook
 - Share with people in your group
 - Start adding content



Session Objectives

- › Be able to create a new Notebook
- › Be able to create sections and pages
- › Be able to organise data in a Notebook
- › Be able to share a notebook with coworkers

what
have we
learned
today

A blue crystal ball is centered in the frame, resting on a white surface. The words "LOOKING" and "AHEAD" are printed in a bold, red, sans-serif font across the front of the ball. The crystal ball is highly reflective, showing highlights from the light source above and a soft shadow on the surface below. The background is a plain, light-colored surface.

LOOKING
AHEAD

Please take 5 minutes to complete the session feedback:

<http://tinyurl.com/SDEvaluation>

Any questions?

