

ONENOTE 2013

OBJECTIVES

At the end of the course, the participant will be able to use the OneNote software to take notes and will learn how to manage them. They will insert files or Web pages in color into their notes using a format which allows searching, or they will use the icons form which will let them click to access the corresponding information.



TARGET CLIENTELE

Public

PREREQUISITES

Knowledge of Windows

COURSE SYLLABUS

1. Introduction

2. Presentation of the Different Parts of a OneNote page

3. Command Area

- The Ribbon
- The Quick Access toolbar

4. Organization and Layout area

- The notebooks
- The sections
- The pages

5. Text Writing Area

- The text modules
- The appearance of the writing area