![McGhee Productivity Solutions logo]

Microsoft OneNote Essentials

Virtual in one hour

This course gives a hands-on introduction to what's possible with Microsoft OneNote, including organizing meeting notes, tracking project plans, managing reference, and integrating emails and tasks with Outlook. One hour.

Learning Objectives

Learn ways to use OneNote effectively
Learn basic features for improving workflow
Get an introduction to advanced features
Learn practical skills to apply right away

Course Outline

Ways to Use OneNote for reference, meeting notes, and managing projects
Understanding desktop vs. Cloud versions
Creating Notebooks, Sections, and Pages
Using Search across Notebooks
Inserting Outlook emails into OneNote Pages
Creating and linking Outlook Tasks
Using Screen Clipping
Linking Outlook meetings to OneNote Pages

The course blends short instruction with hands-on exercises, discussions, and time for Q&A. Participants will leave the session with new tips, tricks, and strategies for getting the most out of OneNote as a powerful workflow tool. We also offer a two-hour version of this course called Workflow Mastery in Microsoft OneNote that expands into more advanced features and allows more time for setup, practice, and group discussion.