



WorkingSm@rt[®]

MICROSOFT
+ OneNote

Who Should Attend

This course is designed for users who take notes and use automated tools to organize and manage the notes. It is especially relevant for Teams who wish to collaborate on files efficiently.

Format:

- 1 x 4-hours, instructor-led online session
- Group follow-up coaching
- One-on-one personal coaching session with a skilled facilitator

What's Included

- **Comprehensive Learning Guide and Resource Manual:** Individual Virtual Learning Guide with training content to refer to, whenever you want.
- **Ongoing support:** WorkingSm@rt Helpdesk, no matter where you work.
- **LearningLink:** Our monthly productivity e-newsletter to keep you updated.

Collecting & Finding Notes

The key to success lies in the ability for teams to work together without the constraint of being together. Whether the challenge is virtual teams where geography is the issue or just the reality that team schedules do not line up to allow us to meet. We must be able to overcome this constraint. Now it is possible to collaborate in a way that maximises flexibility and minimises the places you need to look to find key information or data. Find everything you need for a specific project or subject in OneNote book not your note book.

This course will help you:

- Create, edit, organize, and enhance notes using Microsoft OneNote
- Integrate your notes with other applications.
- **Email Elimination:** Centralising data using the Working Sm@rt techniques can end the need for unnecessary communication via Email or Teams – We eliminated internal emails in Priority Management Ireland and can show you how to do it too.
- Focus on Lean management of information, making knowledge sharing and collaboration simple.

Related Training:

- WorkingSm@rt with Microsoft Outlook
- WorkingSm@rt with Microsoft Teams

Priority Management Training

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Synopsis:

WorkingSm@rt with Microsoft OneNote



Make collaborating with your team as easy as 1-2-3

- Looking to reduce email overload by centralising in OneNote?
- Struggle to find information easily and don't have standard procedures?
- Have a disorganised mess instead of organised digital notebooks?
- Want to use OneNote for managing shared project plans and status?
- Unable to track task assignments and deadlines in OneNote?
- Unsure how best to structure OneNote for efficiency?

Our WorkingSm@rt with Microsoft OneNote course may get you and your team organised.

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We must be able to overcome this constraint. Now it is possible to collaborate in a way that maximizes flexibility and minimizes the places you need to look to find key information or data. Find everything you need for a specific project or subject in OneNote book not your note book.

'WorkingSm@rt' training is different from OneNote Tech training that only shows you how to turn functions on and off but not how to use it productively. 'WorkingSm@rt' processes makes OneNote highly effective for finding all your information and notes quickly, and being better prepared for meetings.

Effective Information Management

- Understand today's information management issues that affect your performance at work.
- Decide which aspects of information management you want to improve.

Unit 1: Information Management Best Practices

- Identify the best practices in information management for capturing, organising, finding, centralising, sharing and storing information.
- Determine how closely you follow these best practices and where you can improve.

Unit 2: Getting Started with OneNote

- Understanding basic OneNote Concepts
- Understanding the structure of OneNote notebooks
- Creating, saving, sharing, opening and closing a notebook
- Using a Notebook to support a project

Unit 3: Taking Notes

- Inserting notes in sections and pages
- Creating and using templates to facilitate your individual and team note-taking
- Inserting different types of information
- Managing space in pages

Unit 4: Working as a Team in Shared Notebooks

- Using OneNote in a docked session to easily link information from an application or from the web
- Managing shared notebooks
- Working as a team in a shared notebook
- Managing different editions of a notebook

Unit 5: Linking, Tagging & Locating Notes

- Linking two pieces of information
- Tagging your information
- Retrieving your information using links and tags

Unit 6: Integrating OneNote with Outlook

- Using OneNote to support your daily activities in Outlook.

Priority[®]

A Better Way To Work

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