Microsoft OneNote (Desktop App)

Category: Modern Workplace & M365 | **Vendor:** Logical Operations

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft's OneNote app provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will help you use OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and other applications in the Microsoft 365 suite are integrated will increase your productivity.

About This Course

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft's OneNote app provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will help you use OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and other applications in the Microsoft 365 suite are integrated will increase your productivity.

Who Should Attend

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft 365 and want to incorporate digital note taking and note collaboration by using Microsoft OneNote.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will develop note-taking skills by creating, modifying, and managing OneNote notebooks that work with other Microsoft 365 applications. You will:

Navigate and customize the OneNote environment and create your first notebook.

Add and format various types of notes and note elements, including text, links, and drawing objects.

Add images, video, audio, Excel spreadsheets, and other types of files to a notebook.

Organize, categorize, and search notebook content.

Finalize notebook content by checking spelling, printing copies, and password-protecting notebooks.

Manage notebooks by exporting content and working with history and backups.

Share notebooks using Outlook and collaborate with colleagues using OneDrive.

Detailed Course Outline

Lesson 1: Getting Started with OneNote

- Topic A: Navigate the OneNote Environment
- Topic B: Create Notebook Pages from Page Templates
- Topic C: Customize the OneNote User Interface

Lesson 2: Adding and Formatting Notebook Content

- Topic A: Format Notebook Content
- Topic B: Add Quick Notes and Linked Notes to a Notebook
- Topic C: Use Drawing Tools in a Notebook
- Topic D: Use Dictation in a Notebook

Lesson 3: Adding Files to Notebooks

- Topic A: Insert Images, Video, and Audio into a Notebook
- Topic B: Embed Excel Spreadsheets in a Notebook
- Topic C: Attach Other File Types to a Notebook

Lesson 4: Organizing Notebook Content

- Topic A: Use Tags to Categorize Notes
- Topic B: Organize and Search Notebooks

Lesson 5: Finalizing Notebooks

- Topic A: Proof and Print a Notebook
- Topic B: Configure Password Protection and Notebook Properties

Lesson 6: Managing Notebooks

- Topic A: Export Content from a Notebook
- Topic B: Manage Notebook History

Lesson 7: Sharing OneNote Content

- Topic A: Send Notebook Pages to Others
- Topic B: Work with Integrated Outlook Features
- Topic C: Collaborate on Notebooks

Upcoming Schedule

Available training dates for Microsoft OneNote (Desktop App):

Start Date	End Date	Location	Delivery	Price
14 Dec 2026	14 Dec 2026	Online	Virtual	€295.00

Additional Course Details

Nexus Humans Microsoft OneNote (Desktop App) training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft OneNote (Desktop App) course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft OneNote (Desktop App)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft OneNote (Desktop App) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft OneNote (Desktop App) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft OneNote (Desktop App)?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft OneNote (Desktop App). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: What related terms do people search for?

Popular related searches include: One note

Q: Why choose Nexus Human for Microsoft OneNote (Desktop App)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft OneNote (Desktop App) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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