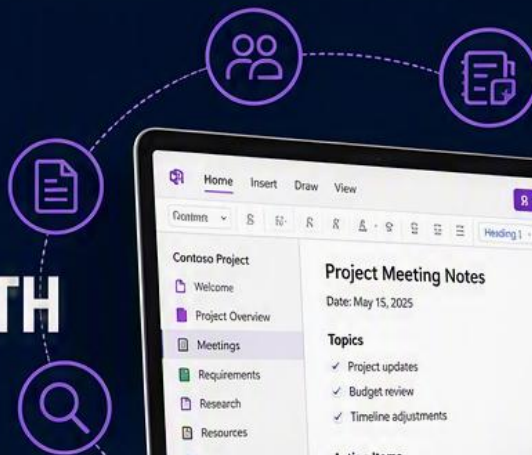


MANAGING INFORMATION WITH ONENOTE

Capture ideas. Stay organized.
Find information faster.

Use OneNote to capture, organize, manage, search, and share information more effectively. Create a reliable digital workspace for notes, meetings, projects, research, files, and follow-up activities.



1 Day
(9:00 a.m. – 4:00 p.m.)



DELIVERY

Live instructor-led



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

This practical course introduces OneNote as a powerful information management tool. Learn how to create structured notebooks, organize content, manage knowledge, collaborate with others, and quickly find information when you need it.



WHO THIS COURSE IS FOR

- ✓ Employees, managers, administrators, and information workers.
- ✓ Microsoft 365 users managing notes, meetings, research, and files.
- ✓ Teams seeking a shared workspace for collaboration and knowledge management.



EXPECTED OUTCOMES

After this course, participants will confidently organize, manage, search, and share information using Microsoft OneNote.



Create structured notebooks.



Organize sections and pages.



Track information using tags.



Collaborate in shared notebooks.



Find information quickly with search tools.

COURSE TOPICS

01



Introduction to OneNote

Digital notebook fundamentals.

02



Working with Notebooks

Create and manage notebooks.

03



Sections & Pages

Organize content effectively.

04



Adding Content

Capture notes, files, media, and links.

05



Using Tags

Track tasks and follow-up items.

06



Collaboration

Share and manage notebooks.

07



Microsoft 365 Integration

Work with Outlook and Teams.

08



Search & Views

Find information faster.



GUIDED PRACTICE

Practise OneNote information management in realistic workplace scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world OneNote examples.



IMMEDIATE IMPACT

Improve information management immediately.

