



# Microsoft OneNote 2010

½ Day Workshop





# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
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## Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: July 2011

## Duration:

½ Day

## Who should attend:

This workshop is ideal for anyone associated with education, student or administration. Filled with hands on activities designed around practical school scenarios, it shows how MS OneNote 2010 can be easily used in teaching and learning for organization, collaboration and sharing. The workshop provides a greater understanding of the fundamentals, tasks, tagging, sharing drawing and graphics that MS OneNote 2010 has to offer. Participants will gain a range of knowledge, key information and practical short cuts of how to use MS OneNote 2010 effectively. Microsoft OneNote 2010 is a superb teaching and learning tool for all educators and students in the 21<sup>st</sup> Century!

## Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general computer working knowledge.

## Course Contents:

Through a series of hands on activities, participants will explore the following software functions:

- Creating and formatting notebooks, sections, pages and subpages
- Notebook tasks, tags, screen clippings, recording video, links
- Sharing, drawing, reviewing, linked notes & viewing

Microsoft OneNote

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