

OneNote Portfolios

Webinar

Microsoft OneNote may be the most underutilized tool in the Office suite. In the olden days one would carry a portfolio of pictures, documents and drawings for a project in a portfolio. OneNote provides the ability to gather and organize information from a variety of file types and easily move, copy and update with ease.

1. *Review the original OneNote guide for clear perspectives of the application.*
2. *Create notebooks on multiple devices and share them on the web, networks or SharePoint sites.*
3. *Organize your notes with Sections, Pages and Sub-Pages.*
4. *Use styles for consistent formatting and tag notes for easy navigation and modification.*
5. *Insert pictures, text, tables, lists, hyperlinks, sounds, and videos related to your project in one place.*
6. *Link with Outlook, and other programs.*
7. *Set up OneNote Learning Portfolios.*

Course includes:

- *2 Hour Instructor-Led On-Line Session*
- *Course Guides with Files.*