

## **Quick Start to OneNote**

**Modality:** Self-Paced Learning

**Duration:** 1 Hour

**SATV Value:**

**CLC:**

**NATU:**

**SUBSCRIPTION:** Learn, Master

### **About this course:**

This course is intended to be sweet, short and to the point. No, lighten, only the important things you have to recognize to get you ready for action in OneNote. Before the finish of this course, you'll be comfortable enough with OneNote to begin making sense of how you can utilize it for your own motivations. As a little something extra, I'll share a portion of the manners in which I use it to help spark those thoughts for your own efficiency.

The normal pay of a Systems Administrator with Office 365 aptitudes is **\$65,187** annually.

### **Course Objective:**

- Present the support role of agent
- Comprehend what drives client conduct while collaborating with support agents
- Improve your abilities for support by collaborating with different jobs
- Distinguish key responsibilities and core priorities of a support agent
- Distinguish the abilities of performance of a support specialist should ace
- Figure out how various societies see time
- Look at how communication styles and cultural dimensions influence client conduct
- Look at its fundamental phases of the Support of IT case management

### **Audience:**

Any individual who needs to take benefits OneNote for catching the entirety of their notes

Everyone who needs to build their profitability using OneNote

### **Prerequisite:**

You ought to be aware of other tools of MS Office like Word

### **Course Outline:**

#### **Introduction**

- Fundamental concepts
- Setting up OneNote for the first time
- Key features in the Ribbon
- Working with pages
- How I work in OneNote
- Bonus: Extending the capabilities of OneNote