THE Carroll - Keller GROUP, LTD.

Your Total Training Resource

MICROSOFT® – ONENOTE
Virtual Workshop

Explore how OneNote provides an effective way to create and collect your notes in an electronic notebook will help you capture ideas, meeting notes, and to-do items. Learn how to store a wide variety of content in an organized structure, access the content from anywhere, and share it with others. Navigate and customize the OneNote interface and environment. Add and format text, images, audio, links, and drawing objects to a notebook. Embed Excel spreadsheets and attach other files to a notebook. Categorize, organize, and search notebook content. Check spelling in, print, and password-protect notebooks. Use Outlook and OneDrive to send and share notebook content. Export notebook content and manage notebook history and backups.

What will be covered?

- Create a OneNote digital notebook file and learn how to navigate binders, sections, and pages.
- Format pages and apply up to 3-levels of page-hierarchy that includes page, subpage, sub-subpage.
- Create new page templates and access professional templates with graphics and objects.
- Use "Dock to Desktop" tool to create automatic links to researched web pages and to files locally, network and cloud. Insert printed pages of files like spreadsheets and docs.
- Add, format, and manipulate tables, insert static and linked worksheets and Visio drawings.
- Insert pictures, shapes, lines, and arrows – use editing tools. Insert video files, record audio / video, search for word content in audio / video files
- Create a hyperlinked bookmark list and categorize using bookmark tags.
- Link tasks to Outlook's to-do lists, e-mail page and insert outlook meeting details into any page.
- Share notebooks and use the author tools to find all changes and things added by all collaborators.
- Apply spelling and grammar tools, use the thesaurus, translate parts of your notebook to any of 40+ different languages.

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Registration Information

Time: This is a 1 day 4 hour workshop.

Pricing: The per person fee for 1-2 participants is $255.00; for 3 or more the fee is $225.00 per person.

Other Information:

- The session will be delivered on the GoToMeeting platform so all participants will work from their own workspace and use their own computer. GoToMeeting has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- *To register we will need the name of each participant and their email address.*
- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from smalan@c-kg.com.** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the GoToMeeting training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the online registration form.
Email/Phone: Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

Register online: Complete form by clicking here. If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

To see a complete list of our current workshops click here.

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.