# Getting Started With Microsoft OneNote

Microsoft OneNote is a note-taking program which gathers users' notes, drawings, screen clippings, and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network.

Competency in Microsoft OneNote will help individuals:

- Share files with each other to enable a real-time, collaborative workbook. They can keep their projects organised, share notes about clients with their colleagues, highlights of a meeting, etc.
- Draw and handwrite notes for clarity. They can type notes, write notes, convert handwritten notes to text and even draw directly on the page.
- Secure sensitive information as it has security measures in place to ensure only those who should have access do so, such as password-protection.
- Record ideas and information on the go. They can access all their notes, regardless of whether they are in the office or not.
- Support their notes with multimedia by, for instance, recording audio and video straight into the notebook. It is perfect for documenting meetings.
- Use Quick notes to capture a thought or idea on your device wherever they are.
- Use tags to categorise and prioritise notes so they can quickly return to important items have reminders and filter notes they'd like to share.
- Create and use page templates to be applied to new pages so as to give them an appealing background, a uniform appearance, or a consistent layout.

**Number of sessions: 1 session of 3 hours**

**Total Duration: 3 hours**

**Fees: Rs 3000 per participant**