



MICROSOFT ONENOTE CLASS

~~June 29th, 2018~~
JUNE 27th, 2018
9:00 am - 12:00 pm

Presenter: Diane Henderson

Microsoft OneNote is a computer program for free-form information gathering and multi-user collaboration. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network.

Microsoft OneNote lets you create and store notes in a convenient location, enabling you to find and use them simply. The organizational power of OneNote is essential to maintaining productivity.

Microsoft OneNote Class Will Cover:

- The Microsoft OneNote interface
- How to create a simple notebook
- How to create notes
- How to organize content and search for information in a OneNote notebook
- Integration of OneNote with other applications
- Using OneNote to share notes with other people

Member rate: \$59

Non-member rate: \$69

Registration 

About the Presenter

Diane Henderson

Diane Henderson has been in the computer field for over 30 years. After training for several different training companies, she started her 1st training company 'On Ramp' Internet Training Seminars' in 1994. Rent-a-Techie, Inc. was incorporated in 1999 when she added Microsoft Office, Adobe, and QuickBooks to the roster. Allstate Insurance, The City of Boynton Beach, The City of Del Ray, Wackenhut, Children's Service Council of Palm Beach and Non-Profits First, are just a few of her clients.



Diane taught software courses for the faculty and staff at Florida Atlantic University for over 9 years. She is also currently working with a local web-site startup company in Wellington, FL. besides offering applications training.

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