

Microsoft 365 OneNote Online Boot Camp

Course Overview

\$149

Did you breeze through the other MS 365 boot camps?

Complete your journey by learning OneNote, Microsoft's cloud-based, note-taking organizational application. Learn how to create notebooks, manage pages and sections, use formatting tools, add images, links, tables, audio files, and other elements, categorize information, add handwritten text, proof text, create tags and symbols, share notebooks, and work with different notebook versions – whew!

Our Microsoft OneNote Online Boot Camp will be instructor-led over two evenings. We recommend that you complete our earlier Microsoft 365 courses before taking this course; or have a strong working knowledge of the MS 365 online office subscription platform!

Microsoft 365 will be used - skills learned are transferable to other versions.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

Textbook

Course materials are provided.

Ready to Register?

[Request for Registration Online Form](#); or
[Request for Registration Fillable Form](#); and/or
[Sponsor an Employee Form](#)

FOR MORE INFORMATION:

P 250 561 5846
E continuinged@cnc.bc.ca
cnc.bc.ca/ce

7 hours Offered four times online

1

**2022F CEMA 115 101
November 30 & December 1, 2022**

Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
November 22, 2022

2

**2023S CEMA 115 101
April 5 & 6, 2023**

Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
March 28, 2023

3

**2023I CEMA 115 101
June 14 & 15, 2023**

Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
June 6, 2023

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Did you know?

As long as you are enrolled in classes at CNC you will receive free access to MS Office 365 ProPlus.

