

Maximizing Productivity with Outlook, OneNote, To Do, Sticky Note Training

This combo training expose participants to the business information management features of Outlook, rich experience of OneNote as digital note App.

To do and Sticky Notes for task scheduling and write quick notes across your favorite devices be it Windows, Android, or Mac.



Audience Profile:

This course is intended for Business Users, Secretaries at all levels, Personal Assistant and Customer Service Personnel of organizations

Prerequisites:

Participants must have a Windows 10 Operating System on their Systems

Here are the learning paths in this series:

MICROSOFT OUTLOOK

1. Introduction to Microsoft Outlook (Basic)
2. Composing E-mail Messages
3. Sending & Receiving Emails
4. Organizing E-mail Messages
5. Message Layout & Reading Options
6. Contacts
7. Calendar
8. Scheduling Meetings
9. Task
10. Notes, Recall & Attachment Size
11. E-mail Message Options
12. Insert Advanced Characters & Objects
13. Locating Outlook Items
14. Advanced Calendar Settings
15. Journal
16. Managing Tasks
17. Sharing Calendars, Contacts, Mails and Folders
18. Personalizing E-mail
19. Organizing Outlook Items
20. Managing Data Files
21. Advanced Contact
22. Save & Archive
23. Offline & Data Profile
24. Rules and Automation
25. Advanced Customization and working with data

MICROSOFT ONENOTE

1. An Introduction to One Note
2. Getting Started with OneNote 2016
3. Adding Content
4. Formatting Notes
5. Organizing Content
6. Formatting Pages
7. Working with Templates
8. Using Drawing Tools
9. Interacting with outlook
10. Sharing a Notebook
11. Collaborating on a Notebook
12. Setting OneNote Options
13. Other Versions of OneNote
 - Using OneNote Online
 - Working with OneNote Mobile app

TO DO

1. **Getting Started**
 - What is Microsoft To Do
 - Versions and System requirements
 - Accessing To Do
 - Basics
 - Inbuilt List and Smart Lists
 - Creating a Task
2. **To Do Tasks**
 - Adding Steps to a Task
 - Adding Tasks to My Day
 - Next day view of My Day list
 - Marking a Task as Important
 - Adding Reminder to a Task
 - Adding Due date for a Task
 - Adding recurring Due tasks
 - Picking a Category
 - Adding Notes, Hashtags and Attachments
 - Assigned to you List
 - Flagged email List
 - Sorting Tasks in a List
 - Searching for Tasks
 - Deleting a Task
 - Creating Template Lists
3. **Advanced Concepts**
 - Creating a Custom List
 - Sharing a List
 - Working with Shared Lists
 - Sharing Multiple Accounts
 - Grouping Lists
 - Personalizing Lists
 - Settings

STICKY NOTES

1. Get started with Sticky Notes
2. Open the Sticky Notes App
3. Sign in and sync your sticky notes
4. Create a new note
5. Format a note
6. Add picture to the note
7. Add content to your Sticky Notes
8. Change the appearance of your notes
9. Search your notes
10. See your sticky notes on other devices and the web
11. Share your Sticky Notes.
12. Delete the Sticky Notes

COST

Course Duration	2 days
Training Fees	₱100,000 per participants

ABOUT HE-ELEVEN.1 CONSULTING

He Eleven.1 Consulting is an Information Technology firm with the vision to bring the use of modern technology to enhance productivity for Government, Financial Institutions, Corporate Organizations, and Schools.

Our purpose is to provide customized IT Services and Products that will enable our clients optimize output and assist in the attainment of business goals and objectives.

He-Eleven.1 Consulting has extensive experience in driving value realization from Microsoft's cloud solutions. Our experience with Microsoft 365 including Microsoft Teams, Power BI, SharePoint, Yammer, OneDrive for Business and Exchange will help you build a culture of collaboration that empowers your employees while adhering to the growing security and compliance requirements.

We provide guidance and insights on how our clients can drive employee's adoption and make the best use of Microsoft cloud solutions within organization.

We help organizations to achieve:

- An in-depth look at your existing teamwork tools to help your employees work together more effectively
- Support for your business's security and compliance needs
- Roadmap to transition any remaining on-premises infrastructures to Microsoft 365
- Ensure success by deploying Teams in your existing Microsoft 365 environment, driving user adoption, and instilling best practices to get users onboard and up to speed quickly.

ABOUT THE FACILITATOR

Kayode Adeagbo is a dynamic IT Consultant and trainer with several years of experience helping organizations in their digital transformation journey and individual realize business application training goals.

Within the last 10 years he has been involved in Head of IT in a Bank, IT Infrastructure Project for Lagos State, he is privileged to handle the Design, Procurement and Implementation of the Chapel of Christ the Light Church Project in 2016, a Lagos State sponsored initiative to cater for Entrepreneurs and IT Skill Acquisition, He has also been involved in the Network Infrastructure Project for Smart Class Room for about 6 States in Nigeria which is a Federal Government sponsored initiative to introduce the future of works to pupils in Schools in Nigeria, He has helped several organizations in Email migration and SharePoint implementation Projects

Kayode has a personal drive towards IT knowledge-based initiatives which has led him to train several people in different Software Applications like Graphics Master Class, Office Productivity, Microsoft SQL Server, Power BI, Windows Server Technology, etc.

OUR CONTACT

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