

One Note for Construction

(organizing and tracking documents, change orders, costs, lists, schedules, estimates)

CCA has accredited this course for 1 Gold Seal Special Industry Credit (SIC)



October 17th - 8am to 5pm
200 Brock St., Barrie
Cost: \$299.00 + HST

One Note for Construction will show you how to:

- *Create virtual binders for jobs*, including estimates, contracts, work orders, changes, hours, billing and more.
- *Organize your project files*. Never lose another important document again with rapid search indexing and category tagging.
- *Share documents with staff*. Decide who needs to see what and share appropriately so that they see the document and aren't overwhelmed by general and irrelevant paperwork.
- *Share critical information with a subset* of the office. Give sales staff access to shared lead lists and estimators access to critical Excel templates, without anyone accessing non-critical documents and information.
- *Keep notes at PM meetings* and have them filed in the project binder automatically. This can include voice notes and pictures. Create, store, and access meeting notes. Take notes with a stylus and tablet, and watch them transform into ASCII text.
- *Access information remotely*. Use OneNote at the office, or on the go with the Microsoft OneNote mobile app.

TOPICS:

- Creating a New Notebook
- Adding a New Section
- Taking Notes
- Taking Voice Notes
- Adding a Table, Pictures, and other documents
- Creating a Page from a Template
- Inserting an external Document or Email
- Tagging a Note
- Creating a List
- Sharing a Notebook or parts of a notebook
- Password Protection

Enrollment is a minimum of 7 to a maximum of 12 persons to ensure that each participant receives individualized attention. This is a hands-on workshop and laptops with software are provided for the duration of the course.