



Course Code: C009

# Notion Masterclass: Project and Content Management Essentials

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Beginner

Assessment  
NA

### VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

## WHAT'S THIS COURSE ABOUT

### Topic 1: Introduction to Notion

Overview of Notion

What is a block?

Create your first page and subpage

Workspace & sidebar basics

Navigating and customizing workspaces

Setting up and managing Wikis and verified pages

### Topic 2: Workspace Collaboration Tools

Collaborate within a workspace

Using comments, mentions, and reminders

Managing updates and notifications

Utilizing search features within a workspace

### Topic 3: Pages & Content Blocks

Writing, editing, and customization...

## COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

## CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

## REGISTRATION

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<https://www.tertiarycourses.com.sg/notion-essential-training.html>



SCAN TO REGISTER

## SUPPORT

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