

OneNote 2010

Duration: **1 day**

Overview:

In this course, students will create, edit, organise, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010.

Target Audience:

This course is designed for users who take notes and use automated tools to organise and manage the notes.

Pre-requisites:

Windows 7 - Level 1

At Course Completion:

After completing this course, students will be able to:

- Explore the Microsoft OneNote 2010 interface and create a simple notebook
- Create notes using Microsoft OneNote 2010
- Organise content and search for information in a Microsoft OneNote 2010 notebook
- Integrate OneNote 2010 with other applications
- Use OneNote 2010 to share notes with other people

Lesson 1: Getting Started with OneNote 2010

- Explore the OneNote Interface
- Create a Notebook
- Customize the OneNote Interface

Lesson 2: Creating Notes

- Enter Notes
- Create Template-Based Notes
- Format Notes
- Draw Shapes
- Embed Content

Lesson 3: Organizing and Working with OneNote

- Organize Notes
- Add Tags
- Search Notes
- Save and Print Notes

Lesson 4: Integrating OneNote with Other Applications

- Customize the OneNote View
- Use Outlook with OneNote
- Use OneNote with Other Office Applications
- Publish Notes Pages

Lesson 5: Collaborating and Working with Notes

- Share Notebooks on a Network Location
- Work with Shared Notebooks