

Course Overview

In this 1-day course you will learn the essentials of Microsoft OneNote, a software package for free-form information gathering, and multi-user collaboration. You will learn the concept of OneNote's interface, an electronic version of a tabbed three-ring binder which can be used directly for making notes, gathering "pages" printed or sent from other applications, embedding graphics and web links and much more. You will learn how to create a Notebook and customize the interface. You will learn how to enter, format and save notes. You will also create Template-Based Notes and learn how to organize, search and print Notes. You will learn how to use OneNote with Outlook, Excel and PowerPoint. Lastly, you will learn how to collaborate with others by sharing Notebooks on a network location.

Course Preparation

Prerequisite Course: Experience with Windows XP and Microsoft Office 2010.

Course Topics

Getting Started with OneNote 2010

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

Creating Notes

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

Organizing and Working with OneNote Content

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

Integrating OneNote with Other Applications

- Customize the OneNote View
- Use OneNote with Outlook
- Use OneNote with Excel and PowerPoint
- Publish Note Pages as a Web Page

Collaborating and Working with Notes

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