

Microsoft® OneNote® 2010

Course Specifications

Course number: 084567

Course length: 1.0 day(s)

Course Description

Course Objective: You will create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010.

Target Student: This course is designed for users who take notes and use automated tools to organize and manage the notes.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. One of the following courses are recommended, or you should have equivalent knowledge of: Windows XP Professional: Level 1, Windows XP Professional: Level 2, Windows 7: Level 1.

Course Objectives

Upon successful completion of this course, students will be able to:

- Explore the Microsoft OneNote 2010 interface and create a simple notebook.
- Create notes using Microsoft OneNote 2010.
- Organize 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.

Course Content

Lesson 1: Getting Started with OneNote 2010

Topic 1A: Explore the OneNote Interface

Topic 1B: Create a Notebook

Topic 1C: Customize the OneNote Interface

Lesson 2: Creating Notes

Topic 2A: Enter Note

Topic 2B: Create Template-Based Notes

Topic 2C: Format Notes

Topic 2D: Draw Shapes

Topic 2E: Embed Content

Lesson 3: Organizing and Working with OneNote

Topic 3A: Organize Notes

Topic 3B: Add Tags

Topic 3C: Search Notes

Topic 3D: Save and Print Notes

Lesson 4: Integrating OneNote with Other Applications

Topic 4A: Customize the OneNote View

Topic 4B: Use Outlook with OneNote

Topic 4C: Use OneNote with Other Office Applications

Topic 4D: Publish Notes Pages

Lesson 5: Collaborating and Working with Notes

Topic 5A: Share Notebooks on a Network Location

Topic 5B: Work with Shared Notebooks

Appendix A: Using OneNote on Mobile Devices