



Microsoft OneNote

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of windows and the ability to use a mouse. Basic Word Processing skills are required.

Objectives

Upon successful completion of this course, students have covered these topics:

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

Course Outline

Getting Started with OneNote 2010

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

Creating Notes

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

Organizing and Working with OneNote

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

ava@connectlearning.com

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Microsoft OneNote

Page 2

Integrating OneNote with Other Applications

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

Collaborating and Working with OneNote

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

Note:

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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