Microsoft OneNote
2010 Training

Overview:
The skills and knowledge acquired in **Microsoft OneNote 2010** are sufficient to be able to insert, tag and format notes; research information using linked notes; and share information with colleagues and friends.

Learning Outcomes:
At the completion of this course you should be able to:

- start **OneNote** and open and navigate notebooks
- work with sections and pages
- insert many types of different notes
- work with linked notes
- create and work with side notes
- format text and paragraphs
- work with note containers
- create and work with outlines and tables
- use the draw tools to create diagrams
- create and work with tags
- use the search features
- create and work with templates
- use the page formatting features
- print and save **OneNote** content into different formats
- set and work with passwords and alter password and backup options
- create and work with shared notebooks
- work with the **Outlook** functions in **OneNote**

Target Audience:
Microsoft OneNote 2010 is a digital notebook that provides a single place to capture, organise, find and use information and its flexibility make it an ideal tool for use at work, home or school.

Prerequisites:
Microsoft OneNote 2010 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Duration:
2 Days

Courseware:
High quality learning materials are available for purchase by participants.

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Getting to Know OneNote 2010
- What Is OneNote?
- What Can You Do With OneNote?
- Starting OneNote
- The OneNote Screen
- Opening A Notebook
- Creating A New Notebook
- Navigating Notebooks
- Typing A Note
- Closing Notebooks And Exiting
- OneNote

Working With Sections And Pages
- Creating Sections
- Creating Section Groups
- Creating Pages
- Creating Subpages
- Renaming Sections And Pages
- Working With Page Groups
- Moving Sections And Pages
- Copying Sections And Pages
- Inserting Space In The Middle Of A Page
- Deleting Sections And Pages
- Deleting Unwanted Notebooks

Inserting Notes
- Copying And Pasting Content
- Inserting Pictures
- Inserting Screen Clippings Into The Current Page
- Inserting Screen Clippings With Quick Filing
- Linking To Other Pages
- Creating Wiki Links
- Linking To A Web Page
- Attaching Files
- Audio And Video Files
- Sending To OneNote

Researching With Linked Notes
- What Are Linked Notes?
- Starting A Linked Notes Session
- Ending A Linked Notes Session
- Starting Linked Notes From Word Or PowerPoint
- Starting Linked Notes From Internet Explorer
- Viewing Linked Notes
- Removing Note Links
- Disabling And Re-enabling Linked Notes
- Using The Research Task Pane

Using Side Notes
- What Are Side Notes?
- Creating A Side Note
- Keeping A Side Note Visible
- Reviewing Your Side Notes
- Moving Side Notes To Existing Notes

Formatting Notes
- Formatting Text
- Using Bulleted And Numbered Lists
- Extracting Text From Pictures
- Checking The Spelling
- Applying Styles
- Adding Paragraph Spacing

Working With Note Containers
- Resizing A Note Container
- Merging The Contents Of Note Containers
- Moving A Note Container

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- Resizing A Note Container
- Merging The Contents Of Note Containers
- Moving A Note Container

Outlining
- Creating An Outline
- Selecting In An Outline
- Collapsing And Showing Details
- Moving Content In An Outline

Working With Tables
- Inserting A Table
- Adding Content To A Table
- Selecting Content In A Table
- Inserting Rows And Columns
- Deleting Rows And Columns
- Formatting A Table

Using the Draw Tools
- About Pen Mode
- Inserting Shapes
- Drawing With The Pen Tool
- Selecting Shapes
- Modifying Pen Drawings
- Converting Ink To Text
- Creating A Favourite Pen

Tagging Notes
- Tagging Content
- Creating Custom Tags
- Modifying Tags
- Removing Tags From Notes
- Finding Tags

Searching Notebooks
- Searching The Current Page
- Using Quick Search
- Using The Search Results Task Pane
- Turning On Search And Text Recognition

Templates
- About OneNote Templates
- Creating A New Page Based On A Template
- Creating A Custom Template
- Applying A Template To An Existing Page
- Setting A Default Template
- Deleting A Custom Template

Formatting Pages
- Specifying Paper Size
- Changing Print Margins
- Setting Page Colours And Rule Lines
- Adding A Background Picture

Printing and Saving Notebooks
- Printing With The Print Dialog Box
- Printing From Print Preview
- Saving To Other Formats

- Saving Content As A Word File
- Saving Content As A PDF Or XPS File
- Saving Content As A Web Page
- Sending Pages In Different Formats

Security Features
- Locking A Section With A Password
- Locking All Protected Sections
- Unlocking A Protected Section
- Removing A Password
- Setting Password Protection Options
- Setting Backup Options

Sharing Notebooks
- Creating A New Shared Notebook
- Sharing An Existing Notebook
- Inviting Others To Use Your Shared Notebook
- Opening A Shared Notebook
- Viewing Newly Added Or Changed Content
- Searching Shared Notebooks By Author
- Viewing Page Versions
- Synchronising A Shared Notebook
- Sharing Notebooks On The Web
- Accessing Shared Notebooks On The Web

Integrating With Outlook
- Emailing OneNote Pages
- Sending Email Messages To OneNote
- Inserting An Outlook Meeting Into A Note
- Creating A Linked Meeting From Outllook
- Creating An Outlook Task From A Note