

Course Overview

In this one 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 and also sharing Notes using SharePoint.

Course Preparation

Prerequisite Course: Experience with Windows XP and Microsoft Office 2007.

Course Topics

Getting Started with OneNote 2007

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

Creating Notes

- Enter Notes
- Format Notes
- Draw Shapes
- Embed Content
- Save Notes
- Create a Side Note

Working with OneNote Content

- Create Template-Based Notes
- Organize Notes
- Add Tags
- Search Notes
- Print Notes

Integrating OneNote with Other Applications

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

Sharing Notes

- Share Notebooks on a Network Location
- Take Notes Simultaneously
- Share Notes Using SharePoint