

MICROSOFT ONENOTE 2007 ADVANCED TRAINING

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Microsoft OneNote
2007
Advanced



COURSE LENGTH: 1.0 DAYS

The OneNote 2007 Advanced Training course is designed to upgrade your skills to the expert level and be confident using the advanced features of OneNote 2007 for effective information gathering and sharing, appointments tracking and more.

This advanced OneNote 2007 course covers the following: changes in features from OneNote 2003, creating hyperlinks to web locations, other files, or other OneNote pages, creating a custom pen for drawing or handwriting, calculator capabilities, choosing new and default page templates, using advanced audio and video recording tools and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT ONENOTE 2007 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2007! In this Advanced OneNote 2007 course, we'll show you how.

OUTCOMES

- Understand the file & organisation changes when upgrading from OneNote 2003
- Sort and view pages
- Create hyperlinks to web locations, other files, or other OneNote pages
- Use tables
- Understand the use of the drawing and pen tools
- Create a custom pen to use when drawing or handwriting
- Understand the calculator capabilities
- Use the task pane for formatting text and lists
- Select a page template for a new page
- Select a default page template
- Create a new template
- Attach files to notes pages
- Insert Files as Printouts
- Print to OneNote from Other Applications
- Send to Word
- Use the Side Note Window
- Send Web Pages to OneNote
- Use the Research task pane
- Make text in pictures searchable
- Take screen clippings from the Windows task bar
- Understand how OneNote works on a Tablet PC
- Understand the use of the writing tools
- Specify a pen as drawing or handwriting
- Convert handwriting to text
- Use OneNote with multiple computers
- Understand how to use OneNote Mobile with OneNote 2007
- Start a Live Sharing Session
- Join a Live Sharing Session
- Understand the Current Live Session task pane
- Assign a password to a section
- Use advanced audio recording tools
- Use advanced video recording tools
- Search for audio

MODULES

Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Lesson 3: Staying Organised

- The Navigation Bar
- Drag and Drop
- Sorting and Viewing Pages
- Hyperlinks

Lesson 5: Text and Page Formatting

- Format Using the Task Pane
- Select a Page Template
- Select a Default Template
- Create a New Template

Lesson 7: Researching a Topic

- Side Note Window
- Send Web Pages to OneNote
- The Research Task Pane
- Screen Clipping
- Make Text in Pictures Searchable

Lesson 9: On the Road

- Multiple Computer Support
- Understanding Notebook Synchronization Status
- OneNote Mobile for Mobile Devices

Lesson 11: Other Tools

- Password Protection
- Audio and Video Recording Tools
- Audio Search

Lesson 2: Upgrading from OneNote 2003?

- What You Need to Know About the New File Format
- New Features in OneNote 2007

Lesson 4: Note Taking Tools

- Table Editing Tools
- The Drawing and Pen Tool Bars
- Understand the Calculator Capabilities

Lesson 6: Office Integration

- Attach Files to Your Notes
- Insert Files as Printouts
- Print to OneNote from Other Applications
- Send to Word

Lesson 8: Handwriting Notes

- OneNote Basics on a Tablet PC
- The Writing Tool Bar
- Specifying Pen Mode
- Convert Handwriting to Text

Lesson 10: Live Sharing

- Start a Live Sharing Session
- Join a Live Sharing Session
- The Live Session Task Pane

Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- [View this course online](#)

➤ [In-house Training Instant Quote](#)