# MICROSOFT ONENOTE 2010 ESSENTIALS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Microsoft OneNote 2010 offers you an efficient and effective means to gather and manage information, keep track of appointments and more. The Microsoft OneNote 2010 Essentials Training Course teaches you the skills needed to use the application with confidence.

After completing this course, you will have learned how to: access and understand the OneNote 2010 interface and icon; insert content in various forms like handwritten notes, audio/video files and pictures, use the backstage view to create, save, print, or share notebooks, link to Outlook Meetings and Tasks, use Password protection and time stamps 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 2010 ESSENTIALS 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 2010! In this course, we'll show you how.

**OUTCOMES**

**By the end of this training course, participants will:**
- Open and close OneNote
- Dock OneNote to Desktop Mode
- Understand the OneNote 2010 interface and the OneNote icon
- Use the backstage view to create a new notebook
- Use the backstage view to save, print, or share notebooks
- Understand notebooks Open, close, save, and search a notebook
- Add pages and sub-pages and move, rename, and delete them
- Insert a variety of notes, including typewritten, handwritten, linked files, audio, and video
- Use cut, copy, and paste Format text and use styles
- Add extra writing space
- Undo and redo tasks
- Check spelling
- Insert lists, tables, pictures, and screen clippings
- Search your notes
- Use OneNote to perform calculations
- Link to Outlook Meetings and Tasks
- Draw, format, and rotate shapes
- Use Tags
- Understanding the Unfiled Section
- Understanding the History
- Use links to make finding information easy
- Add, move, rename, or delete sections or section groups
- Use time stamps
- Understand different views
- Use Password protection
- Backup, e-mail, or print your notes

**MODULES**

**Lesson 1: Getting Started**
- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

**Lesson 2: Basic Editing Tasks**
- Using the Page Setup Group
- Resizing Objects
- Moving Objects

- Using Undo and Redo
- Checking Your Spelling

## Lesson 3: Opening and Closing OneNote
- Opening OneNote
- Understanding the Interface
- Using the Backstage View
- About the OneNote Icon
- Docking OneNote
- Closing OneNote

## Lesson 4: Advanced OneNote Objects
- Using the Calculator
- Using OneNote with Outlook Tasks and Meetings
- Inserting Audio
- Inserting Video
- Attaching Files

## Lesson 5: Working with Notebooks
- Understanding Your Notebook
- Creating a New Notebook
- Saving Notebooks
- Searching Notebooks
- Closing Notebooks
- Opening Notebooks

## Lesson 6: Drawing in OneNote
- Drawing Shapes
- Selecting Shapes
- Formatting Shapes
- Rotating Shapes
- Using the Eraser

## Lesson 7: Working with Pages and Sections
- Adding Pages
- Adding Sub-Pages
- Moving, Renaming, and Deleting Pages
- Using the Templates Pane
- Adding Sections
- Adding Section Groups
- Working with Sections and Section Groups

## Lesson 8: Managing Notes
- Tagging Notes
- Using the Unfiled Section
- Using History
- Linking Like a Wiki

## Lesson 9: Your First Notebook
- Typing Text
- Handwriting Text
- Using Copy and Paste
- Adding Extra Writing Space
- Using the Formatting Toolbar
- Applying Styles
- Using the Font Task Pane
- Aligning Text

## Lesson 10: Adding the Finishing Touches
- Time Stamping Items
- Using OneNote Views
- Password Protecting Your Notebook
- Using OneNote Backups
- E-Mailing Your Notes
- Printing Your Notes

## Lesson 11: Adding Objects to Your Notebook
- Creating Lists
- Creating Tables
- Inserting Pictures
- Inserting Screen Clippings
- Researching in OneNote

## Lesson 12: Wrapping Up
- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

## WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote