

# OneNote 2010

## Course Overview

In this course, students will create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010.

This is a 1-day class



## Who Should Attend

This course is designed for users who take notes and use automated tools to organize and manage the notes.

## Course Objectives

Upon successful completion of this course, students will be able to:

- explore the Microsoft OneNote 2010 interface and create a simple notebook.
- create notes using Microsoft OneNote 2010.
- organize content and search for information in a Microsoft OneNote 2010 notebook.
- integrate OneNote 2010 with other applications.
- use OneNote 2010 to share notes with other people.

## Course Outline

### 1 Getting Started with OneNote 2010

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

### 2 Creating Notes

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

### 3 Organizing and Working with OneNote

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

### 4 Integrating OneNote with Other Applications

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

### 5 Collaborating and Working with Notes

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