

## **Microsoft® Office OneNote® 2007**

Course length: 1.0 day(s)

### **Course Description**

Computers are frequently used to create, organize, and share your notes and information with others; you can also enhance the content to suit your purpose. In this course, you will use Microsoft® Office OneNote® 2007 to create different kinds of notes. You will also organize, locate, and share information using OneNote 2007.

**Course Objective:** You will create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft® Office OneNote® 2007.

**Target Student:** Anyone who requires an organizational tool to manage information, or to collaborate and share information such as meeting notes with others.

**Prerequisites:** Students should have covered the course, Introduction to Personal Computers: Using Windows XP, or have equivalent skills and knowledge. Also, some experience with Microsoft Office applications is useful where OneNote is used in conjunction with Outlook, Word, Excel, and PowerPoint. Students should have also taken the Level 1 course for each of these Office applications, or have equivalent experience.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Performance-Based Objectives**

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

- Explore the Microsoft® Office OneNote® 2007 user interface and create a simple notebook.
- Create notes using Microsoft® Office OneNote® 2007.
- Use templates, organize content, and search for information with Microsoft® Office OneNote® 2007.
- Integrate Microsoft® Office OneNote® 2007 with other applications.
- Use Microsoft® Office OneNote® 2007 to share your notes with other people.

### **Course Content**

#### **Lesson 1: Getting Started with OneNote 2007**

Explore the OneNote Interface

Create a Notebook

Obtain Help

Customize the Interface

#### **Lesson 2: Creating Notes**

Enter Notes

Format Notes

Draw Shapes

Embed Content

Save Notes

Create a Side Note

### **Lesson 3: Working with OneNote Content**

Create Template-Based Notes

Organize Notes

Add Tags

Search Notes

Print Notes

### **Lesson 4: Integrating OneNote with Other Applications**

Use OneNote with Outlook

Use OneNote with Excel and PowerPoint

Publish Note Pages as a Web Page

### **Lesson 5: Sharing Notes**

Share Notebooks on a Network Location

Take Notes Simultaneously

Share Notes Using SharePoint

### **Appendix A: Using OneNote on Mobile Devices**