



Enhanced Network Solutions Group

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Microsoft Office OneNote 2007

MS-OF-ONE-EK Rev 07.09

1 day

Description

In this course, students will learn how to create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft® Office OneNote® 2007.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Basic level knowledge of the Microsoft Office suite including Outlook, Word, Excel, and PowerPoint*

Course Outline

Lesson 1: Getting Started with OneNote 2007

Topic 1A: Explore the OneNote Interface

Topic 1B: Create a Notebook

Topic 1C: Obtain Help

Topic 1D: Customize the Interface

Lesson 2: Creating Notes

Topic 2A: Enter Notes

Topic 2B: Format Notes

Topic 2C: Draw Shapes

Topic 2D: Embed Content

Topic 2E: Save Notes

Topic 2F: Create a Side Note

Lesson 3: Working with OneNote Content

Topic 3A: Create Template-Based Notes

Topic 3B: Organize Notes

Topic 3C: Add Tags

Topic 3D: Search Notes

Topic 3E: Print Notes

Lesson 4: Integrating OneNote with Other Applications

Topic 4A: Use OneNote with Outlook

Topic 4B: Use OneNote with Excel and PowerPoint

Topic 4C: Publish Note Pages as a Web Page

Lesson 5: Sharing Notes

Topic 5A: Share Notebooks on a Network Location

Topic 5B: Take Notes Simultaneously

Topic 5C: Share Notes Using SharePoint

Appendix A: Using OneNote on Mobile Devices



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