



OneNote 2010 (1 Day) ST85081

COURSE GOAL: To provide the student with the basic knowledge for using OneNote 2010.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Start and Exit *Microsoft OneNote 2010*.
- Create Notebooks, Sections and Pages in *OneNote*.
- Insert files, screen captures, photographs, WebPages and tables.
- Search for Text in notebooks, sections, pages and photographs..
- Send pages to Word and print documents to *OneNote*.
- Integrate *OneNote* with Outlook tasks and email.

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Know what OneNote is
<input type="checkbox"/>	<input type="checkbox"/>	Use OneNote with Outlook
<input type="checkbox"/>	<input type="checkbox"/>	Save Files in OneNote
<input type="checkbox"/>	<input type="checkbox"/>	Add Files, photos to OneNote
<input type="checkbox"/>	<input type="checkbox"/>	Start OneNote

If you answered NO to three or more of these questions, you should attend this class.

KEY TOPICS:

I. Getting Started With Microsoft OneNote 2010

- A. Starting and Exiting OneNote
- B. The OneNote Screen
- C. The Office Backstage View
- D. OneNote Ribbon Commands At-A-Glance
- E. The Quick Access Toolbar
- F. The OneNote Workspace
- G. Navigating and Arranging the Workspace

II. Working with OneNote

- A. Notebooks
- B. Sections
- C. Pages and Subpages
- D. The Notebook Recycle Bin
- E. Printing Sections and Pages

III. OneNote Tools

- A. Containers
- B. Text Tools
- C. Drawing Tools
- D. Adding Objects

IV. Searches and Tags

- A. Searching Notes
- B. Tagging Notes

V. Office 2010 Integration

- A. Integrating With Microsoft Word
- B. Integrating With Microsoft Outlook