

Microsoft® Office OneNote

Level 1

Microsoft Office OneNote 2010 is the newest version of Microsoft's note taking software. This course explores all the basics needed to become proficient with OneNote 2010. Whether you're using OneNote for the first time, or have been using it for years, this course will help you make the most of OneNote 2010's new features and interface.

Highlights of the course include understanding the basics of notebooks and their contents, how to use and customize the interface, and a brief overview of all the commands in the ribbon. This course also covers how to create, format, and sort notes; manage sections, section groups, and notebooks; and how to view, search, and print.

Duration: 1 Day

Price: \$295

Topics

Section One: Starting Out

- Meeting Microsoft Office OneNote 2010
- Interacting with OneNote
- Your First Notebook
- Working with Containers
- Working with Your Notebooks
- Getting Help in OneNote

Section Two: Understanding and Customizing the OneNote Interface

- Getting Acquainted
- The Quick Access Toolbar
- Tabs and Groups
- Customizing the Ribbon

Section Three: Overview of OneNote's Command Tabs

- The Home Tab
- The Insert Tab
- The Share Tab
- The Draw Tab
- The Review Tab
- The View Tab

Section Four: Creating Notes

- Using OneNote's Editing Tools
- Using OneNote's Selection Tools
- Formatting Text
- Formatting Paragraphs

Section Five: Managing Notebooks

- Organizing Your Notes
- Working with Pages
- Working with Sections and Section Groups, Part 1
- Working with Sections and Section Groups, Part 2

Section Six: Searching, Viewing, and Printing Your Notebook

- Searching Your Notebook
- Using Layouts and Views
- Docking OneNote to the Desktop
- Working with Side Notes
- Printing Your Notebook