

## Microsoft® Office OneNote® 2010

### Training Course Content

**Course Objective:** Students will create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010.

**Prerequisites:** Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**Delivery Method:** Instructor led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

#### Lesson 1: Getting Started with OneNote 2010

Topic 1A: Explore the OneNote Interface  
Topic 1B: Create a Notebook  
Topic 1C: Customize the OneNote Interface

#### Lesson 2: Creating Notes

Topic 2A: Enter Notes  
Topic 2B: Create Template-Based Notes  
Topic 2C: Format Notes  
Topic 2D: Draw Shapes  
Topic 2E: Embed Content

#### Lesson 3: Organizing and Working with OneNote

Topic 3A: Organize Notes  
Topic 3B: Add Tags  
Topic 3C: Search Notes  
Topic 3D: Save and Print Notes

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

Topic 4A: Customize the OneNote View  
Topic 4B: Use Outlook with OneNote  
Topic 4C: Use OneNote with Other Office Applications  
Topic 4D: Publish Notes Pages

#### Lesson 5: Collaborating and Working with Notes

Topic 5A: Share Notebooks on a Network Location  
Topic 5B: Consolidate Data  
Topic 5C: Link Cells in Different Workbooks  
Topic 5D: Edit Links

#### Lesson 6: Importing and Exporting Data

Topic 6A: Export to Microsoft Word  
Topic 6B: Work with Shared Notebooks