

# Microsoft OneNote 2007

Course length: 1 day

## 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:** A student, homemaker, teacher, or professional, 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

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

