



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Number of Days:** 1

**Format:** Instructor-Led

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

### 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. 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.

## Course Outline

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| <b>Lesson 1: Getting Started with OneNote 2007</b>                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>■ Topic 1A: Explore the OneNote Interface</li><li>■ Topic 1B: Create a Notebook</li><li>■ Topic 1C: Obtain Help</li><li>■ Topic 1D: Customize the Interface</li></ul>                                      |
| <b>Lesson 2: Creating Notes</b>                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>■ Topic 2A: Enter Notes</li><li>■ Topic 2B: Format Notes</li><li>■ Topic 2C: Draw Shapes</li><li>■ Topic 2D: Embed Content</li><li>■ Topic 2E: Save Notes</li><li>■ Topic 2F: Create a Side Note</li></ul> |

# Microsoft Office OneNote 2007

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## **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