

Course:**Microsoft® Office OneNote® 2007**

Duration: 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.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configuration:

- 1 GHz Intel® Pentium-class processor or faster
- 256 MB RAM (minimum); 512 MB RAM recommended
- 1 GB disk space or larger
- CD-ROM or DVD drive
- Mouse or other pointing device
- VGA or higher video adapter and monitor
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer or an installed printer driver
- Projection system to display the instructor's computer screen

Platform Requirements

- This course was developed using Microsoft® Windows® XP with SP2

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