

**Course Description:**

This is an introductory course designed to teach students to create, edit, organize, and enhance notes using Microsoft® OneNote 2010. Students will also learn how to capture text, images, and video with OneNote to keep thoughts and ideas readily available.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities  
3.5 hours (1/2 day)

**Course Objectives:** To learn to create, edit, and enhance notes using Microsoft® OneNote 2010

**Upon successful completion of this course, students will be able to:**

- Explore the Microsoft® OneNote 2010 interface and create a simple notebook.
- Create notes using OneNote 2010
- Organize content and search for information in a Microsoft® OneNote 2010 notebook
- Integrate information from other Microsoft® Office applications into OneNote 2010

**Prerequisite:** The student must have experience and familiarity with the Windows environment and the ability to launch and close programs, manage files and folders through Windows Explorer, and type with at least minor proficiency.

## Course Outline

**Explore the OneNote Interface**

- Quick Access Toolbar
- Use Ribbons and Tabs

**Customize the OneNote Interface****Creating Notes**

- Enter Notes
- Create/Use Template-Based Notes
- Format Notes
- Draw Shapes
- Embed Content

**Organizing and Working with OneNote**

- Organize Notes
- Add Tags
- Search Notes
- Save and Print Notes

**Integrating OneNote with Other Applications**

- Customize the OneNote View
- Use Outlook with OneNote
- Use OneNote with Other Office Applications