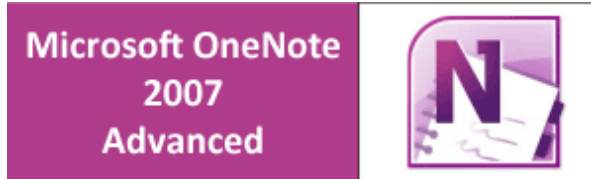


MICROSOFT ONENOTE 2007 ADVANCED

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COURSE LENGTH: 1.0 DAYS

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2007. This second and final course in the OneNote 2007 series, really helps tie the previous course up and elevate OneNote skills to an expert level.

Advanced topics in this course include send to Word, convert handwriting to text, start a Live Sharing session, use advanced audio recording tools and much more.

This fun and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

MICROSOFT ONENOTE 2007 ADVANCED COURSE OUTLINE

FOREWORD

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2007! In this Advanced OneNote 2007 course, we'll show you how.

OUTCOMES

- ▶ Understand the file & organisation changes when upgrading from OneNote 2003
- ▶ Sort and view pages
- ▶ Create hyperlinks to web locations, other files, or other OneNote pages
- ▶ Use tables
- ▶ Understand the use of the drawing and pen tools
- ▶ Create a custom pen to use when drawing or handwriting
- ▶ Understand the calculator capabilities
- ▶ Use the task pane for formatting text and lists
- ▶ Select a page template for a new page
- ▶ Select a default page template
- ▶ Create a new template
- ▶ Attach files to notes pages
- ▶ Insert Files as Printouts
- ▶ Print to OneNote from Other Applications
- ▶ Send to Word
- ▶ Use the Side Note Window
- ▶ Send Web Pages to OneNote
- ▶ Use the Research task pane
- ▶ Make text in pictures searchable
- ▶ Take screen clippings from the Windows task bar
- ▶ Understand how OneNote works on a Tablet PC
- ▶ Understand the use of the writing tools
- ▶ Specify a pen as drawing or handwriting
- ▶ Convert handwriting to text
- ▶ Use OneNote with multiple computers
- ▶ Understand how to use OneNote Mobile with OneNote 2007
- ▶ Start a Live Sharing Session
- ▶ Join a Live Sharing Session
- ▶ Understand the Current Live Session task pane
- ▶ Assign a password to a section
- ▶ Use advanced audio recording tools
- ▶ Use advanced video recording tools

- ▶ Search for audio
-

MODULES

Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Housekeeping Items
- ▶ The Parking Lot
- ▶ Workshop Objectives

Lesson 2: Upgrading from OneNote 2003?

- ▶ What You Need to Know About the New File Format
- ▶ New Features in OneNote 2007

Lesson 3: Staying Organised

- ▶ The Navigation Bar
- ▶ Drag and Drop
- ▶ Sorting and Viewing Pages
- ▶ Hyperlinks

Lesson 4: Note Taking Tools

- ▶ Table Editing Tools
- ▶ The Drawing and Pen Tool Bars
- ▶ Understand the Calculator Capabilities

Lesson 5: Text and Page Formatting

- ▶ Format Using the Task Pane
- ▶ Select a Page Template
- ▶ Select a Default Template
- ▶ Create a New Template

Lesson 6: Office Integration

- ▶ Attach Files to Your Notes
- ▶ Insert Files as Printouts
- ▶ Print to OneNote from Other Applications
- ▶ Send to Word

Lesson 7: Researching a Topic

- ▶ Side Note Window
- ▶ Send Web Pages to OneNote
- ▶ The Research Task Pane
- ▶ Screen Clipping
- ▶ Make Text in Pictures Searchable

Lesson 8: Handwriting Notes

- ▶ OneNote Basics on a Tablet PC
- ▶ The Writing Tool Bar
- ▶ Specifying Pen Mode
- ▶ Convert Handwriting to Text

Lesson 9: On the Road

- ▶ Multiple Computer Support
- ▶ Understanding Notebook Synchronization Status
- ▶ OneNote Mobile for Mobile Devices

Lesson 10: Live Sharing

- ▶ Start a Live Sharing Session
- ▶ Join a Live Sharing Session
- ▶ The Live Session Task Pane

Lesson 11: Other Tools

- ▶ Password Protection
- ▶ Audio and Video Recording Tools
- ▶ Audio Search

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)