

## MICROSOFT ONENOTE 2007 ESSENTIALS

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MS OneNote 2007  
Essentials



**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!

Learn valuable skills like how to create and edit a notebook, format and manage OneNote information, perform basic research and calculations. use organisational tools like tags, back up your information and much more.

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

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## MICROSOFT ONENOTE 2007 ESSENTIALS COURSE OUTLINE

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### 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 course, we'll show you how.

Learn to access and use the powerful tools built into OneNote and become more efficient with this useful program.

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### OUTCOMES

- ▶ Open, close, and use OneNote
  - ▶ Use and modify the OneNote taskbar icon
  - ▶ Create a notebook with text, drawings, pictures, lists, tables, screenshots, and recordings
  - ▶ Use basic editing tools, including cut, copy, paste, undo, and redo
  - ▶ Format and manage OneNote information
  - ▶ Use OneNote to perform research and basic calculations
  - ▶ Use OneNote to manage information from other applications, including Outlook
  - ▶ Create and modify notebooks, section groups, sections, pages, and sub-pages
  - ▶ Use organisational tools such as tags, the Page List pane, Find, and the Unfiled Notes section
  - ▶ Use Full Page view
  - ▶ Save, print, e-mail, and back up OneNote information
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives

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#### Lesson 2: Opening and Closing OneNote

- ▶ Opening OneNote
- ▶ Interface Overview
- ▶ Closing OneNote
- ▶ About the OneNote Icon

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#### Lesson 3: Your First Notebook

- ▶ Typing Text
- ▶ Handwriting Text
- ▶ Adding Text and Objects from Other Applications
- ▶ Using the Formatting Toolbar

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#### Lesson 4: Basic Editing Tasks

- ▶ Resizing Objects
- ▶ Moving Objects
- ▶ Using Cut, Copy, and Paste
- ▶ Using Undo and Redo
- ▶ Checking Your Spelling

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### Lesson 5: Working with Pages

- ▶ Adding Pages and Sub-Pages
- ▶ Moving, Renaming, and Deleting Pages and Sub-Pages
- ▶ Using the Page Setup Task Pane
- ▶ Adding Rule Lines

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### Lesson 6: Adding Objects to Your Notebook

- ▶ Creating Lists
- ▶ Creating Tables
- ▶ Inserting Pictures
- ▶ Inserting Screen Clippings
- ▶ Researching in OneNote

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### Lesson 7: Advanced OneNote Objects

- ▶ Calculating in OneNote
- ▶ Adding an Audio Recording
- ▶ Adding a Video Recording
- ▶ Linking to Files
- ▶ Linking to Outlook Meetings and Tasks

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### Lesson 8: Drawing in OneNote

- ▶ Drawing Shapes
- ▶ Selecting Shapes
- ▶ Resizing and Deleting Shapes
- ▶ Formatting Shapes
- ▶ Rotating and Flipping Shapes

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### Lesson 9: Managing Notes

- ▶ Tagging Notes
- ▶ Using the Unfiled Notes Section
- ▶ Adding Sections
- ▶ Adding Section Groups
- ▶ Renaming, Moving, and Deleting Sections and Section Groups

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### Lesson 10: Working with Notebooks

- ▶ Creating a New Notebook
- ▶ Saving Notebooks
- ▶ Searching in Notebooks
- ▶ Opening Notebooks
- ▶ Closing Notebooks

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### Lesson 11: Adding the Finishing Touches

- ▶ Using the Page List Task Pane
- ▶ Using Full Page View
- ▶ Password Protecting Your Notebook
- ▶ Using OneNote Backups
- ▶ E-Mailing Your Notes
- ▶ Printing Your Notes

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Action Plans and Evaluations

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## WEB LINKS

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