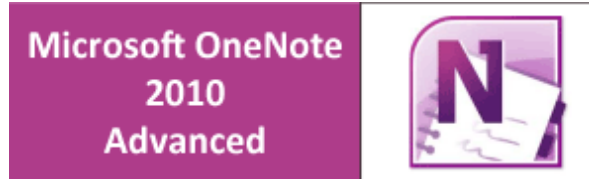


MICROSOFT ONENOTE 2010 ADVANCED

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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 Microsoft OneNote 2010.

The PD Training Microsoft OneNote 2010 Advanced Training Course provides knowledge and skills in upgrading from OneNote 2007 or 2003, linked notes, note taking tools, collaborating and much more.

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

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MICROSOFT ONENOTE 2010 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 2010! In this OneNote 2010 Advanced course, we'll show you how.

OUTCOMES

- ▶ Understand the file and organization changes when upgrading from OneNote 2007
- ▶ Sort and view pages
- ▶ Work with Page Versions
- ▶ Create hyperlinks to web locations, other files, or other OneNote pages
- ▶ Use the Translator tools
- ▶ Use tables
- ▶ Work with Equations
- ▶ Format text using the Mini Tool bar
- ▶ Select a page template for a new page
- ▶ Create a new template
- ▶ Understand the use of the drawing and pen tools
- ▶ Understand how OneNote works on a Tablet PC
- ▶ Specify a pen as drawing or handwriting
- ▶ Convert ink to text
- ▶ Attach files to notes pages
- ▶ Insert Files as Printouts
- ▶ Use scanned pages
- ▶ Print to OneNote from Other Applications
- ▶ Send to Word and other formats
- ▶ Use the Side Note Window
- ▶ Send Web Pages to OneNote
- ▶ Use the Research task pane
- ▶ Make text in pictures searchable
- ▶ Work with Linked Notes
- ▶ Understand Universal Access to Notebooks
- ▶ Share notebooks with other computers and other authors
- ▶ Understand notebook synchronization
- ▶ Find notes by author
- ▶ Assign a password to a section
- ▶ Understand audio and video options
- ▶ Use the search tools

MODULES

Lesson 1: Getting Started

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

Lesson 2: Upgrading from OneNote 2007 or 2003?

- ▶ What You Need to Know About the New File Format
- ▶ New Features in OneNote 2010

Lesson 3: Staying Organised

- ▶ The Navigation Bar
- ▶ Drag and Drop
- ▶ View Recent Edits
- ▶ Working with Page Versions

Lesson 4: Note Taking Tools

- ▶ Hyperlinks
- ▶ Translating Words or Phrases
- ▶ Table Editing Tools
- ▶ Understand the Calculator Capabilities
- ▶ Working with Equations

Lesson 5: Text and Page Formatting

- ▶ Format Using the Mini Toolbar
- ▶ Select a Page Template
- ▶ Select a Default Template
- ▶ Create a New Template

Lesson 6: Drawing and Handwriting Notes

- ▶ The Drawing and Pen Tool Bars
- ▶ OneNote Basics on a Tablet PC
- ▶ Specifying Pen Mode
- ▶ Convert Ink to Text

Lesson 7: Office Integration

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

Lesson 8: Researching a Topic

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

Lesson 9: Linked Notes

- ▶ Starting and Finishing a Linked Notes Session
- ▶ View or Remove Linked Notes
- ▶ Disable and Re-enable Linked Notes

Lesson 10: Collaborating

- ▶ About Universal Access to Notebooks
- ▶ Sharing Notebooks with Other Computers and Other Authors
- ▶ Understanding Notebook Synchronization Status
- ▶ Find By Author

Lesson 11: Other Tools

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

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](#)