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We can help?*

**M J H COMPUTER TRAINING**

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# Microsoft® OneNote® 2010

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**Course length:** 1.0 day(s)

## **Course Content**

### **Lesson 1: Getting Started with OneNote 2010**

**Topic 1A:** Explore the OneNote Interface

**Topic 1B:** Create a Notebook

**Topic 1C:** Customize the OneNote Interface

### **Lesson 2: Creating Notes**

**Topic 2A:** Enter Note

**Topic 2B:** Create Template-Based Notes

**Topic 2C:** Format Notes

**Topic 2D:** Draw Shapes

**Topic 2E:** Embed Content

### **Lesson 3: Organizing and Working with OneNote**

**Topic 3A:** Organize Notes

**Topic 3B:** Add Tags

**Topic 3C:** Search Notes

**Topic 3D:** Save and Print Notes

### **Lesson 4: Integrating OneNote with Other Applications**

**Topic 4A:** Customize the OneNote View

**Topic 4B:** Use Outlook with OneNote

**Topic 4C:** Use OneNote with Other Office Applications

**Topic 4D:** Publish Notes Pages

### **Lesson 5: Collaborating and Working with Notes**

**Topic 5A:** Share Notebooks on a Network Location

**Topic 5B:** Work with Shared Notebooks