

## Microsoft OneNote 2010

### Course length

1 day

### Why come on this course?

You will learn how to create, edit, organise, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010.

### Who is it for?

This course is designed for people who wish to use automated tools to make notes, organise and manage the notes. You should know the basics of working in Windows.

### What will I learn?

By the end of this course you will:

- Explore the Microsoft OneNote 2010 interface and create a simple notebook
- Create notes using Microsoft OneNote 2010
- Organise content and search for information in a Microsoft OneNote 2010 notebook
- Integrate OneNote 2010 with other applications
- Use OneNote 2010 to share notes with other people

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

### Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

### Course contents

#### Getting Started with OneNote 2010

- Explore the OneNote Interface
- Create a Notebook
- Customize the OneNote Interface

#### Creating Notes

- Enter Note
- Create 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
- Publish Notes Pages

## Collaborating and Working with Notes

- Share Notebooks on a Network Location
- Work with Shared Notebooks

## Extra topics if required and time allows

- Using OneNote on Mobile Devices

### How do I book?



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