

OneNote Introduction

1 Day (9am to 4pm)

Course Description

Any sufficiently complex project is going to have relevant information spread across many different sources: the Web, Word and Excel documents, e-mails, PDFs, and even in the brains of multiple different people. OneNote is a free-form information gathering tool that lets one or more people work on a document that pulls from many different sources. In this course you'll learn how to use OneNote to tame the deluge of information that flows through a modern, computerized, interconnected business.

Course Prerequisite: Participants should already be familiar with the basics of at least one other Microsoft Office product (Excel, Word, PowerPoint, or Outlook).

Topics Covered

Overview

- Screen Layout
- Creating Notebooks
- Creating Pages in Notebooks

Gathering Data

- Entering Data
- Formatting Text
- Quick Styles
- Note Containers
- Bulleted & Numbered Lists
- Inserting & Linking MS Office Files
- Attaching Files
- Excel & PowerPoint Integration
- Inserting Web Content
- Inserting Pictures
- Inserting Audio & Video
- Creating Tables
- Screen Clipping

Organizing Notes

- Notebook Templates
- SubPages
- Create Sections by Project or Topic
- Use Unfiled Notes Section
- Moving Notes Between Sections
- Navigating Sections
- Section Groups

Searching

- Search Options

OneNote Tools

- Calculator
- Drawing Tools
- Password Protection

Working with Outlook

- Create Outlook Tasks from OneNote
- Create Linked Notes for Meetings & Contacts
- Send E-mail to OneNote
- E-Mail Notes from OneNote

Sending OneNote Data

- Send to Others who don't have OneNote
- Publish as PDF
- Send to MS Word

Tagging Items

- Using Tags to Find Items
- Tagging Content in Office Files
- Working with OneNote Tags
- Creating Custom Tags
- Annotating Printouts

Shared Notebooks

- How to Share Notebooks
- Merging Changes
- Highlight Unread Changes
- Find Edits by Date or Author

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at: www.Computer-Help.ca/Registration.htm

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