



Microsoft OneNote 2010



INFOCUS COURSEWARE

Module Series

Order Code: INF1140

ISBN: 978-1-921939-17-4

❖ General Description

The skills and knowledge acquired in **Microsoft OneNote 2010** are sufficient to be able to insert, tag and format notes; research information using linked notes; and share information with colleagues and friends.

❖ Learning Outcomes

At the completion of this course you should be able to:

- start **OneNote**, and open and navigate notebooks
- work with sections and pages
- insert many types of different notes
- work with linked notes
- create and work with side notes
- format text and paragraphs
- work with note containers
- create and work with outlines and tables
- use the draw tools to create diagrams
- create and work with tags
- use the search features
- create and work with templates
- use the page formatting features
- print and save **OneNote** content into different formats
- set and work with passwords and alter password and backup options
- create and work with shared notebooks
- work with the **Outlook** functions in **OneNote**

❖ Target Audience

Microsoft OneNote 2010 is a digital notebook that provides a single place to capture, organise, find and use information and its flexibility make it an ideal tool for use at work, home or school.

❖ Prerequisites

Microsoft OneNote 2010 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

156 pages

❖ Duration

6-8 hrs

❖ Student Files

Many of the topics in **Microsoft OneNote 2010** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1140**.

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, April 13, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



Contents

➤ Getting To Know OneNote 2010

- ✓ What Is OneNote?
- ✓ What Can You Do With OneNote?
- ✓ Starting OneNote
- ✓ The OneNote Screen
- ✓ Opening A Notebook
- ✓ Creating A New Notebook
- ✓ Navigating Notebooks
- ✓ Typing A Note
- ✓ Closing Notebooks And Exiting OneNote

➤ Working With Sections And Pages

- ✓ Creating Sections
- ✓ Creating Section Groups
- ✓ Creating Pages
- ✓ Creating Subpages
- ✓ Renaming Sections And Pages
- ✓ Working With Page Groups
- ✓ Moving Sections And Pages
- ✓ Copying Sections And Pages
- ✓ Inserting Space In The Middle Of A Page
- ✓ Deleting Sections And Pages
- ✓ Deleting Unwanted Notebooks

➤ Inserting Notes

- ✓ Copying And Pasting Content
- ✓ Inserting Pictures
- ✓ Inserting Screen Clippings Into The Current Page
- ✓ Inserting Screen Clippings With Quick Filing
- ✓ Linking To Other Pages
- ✓ Creating Wiki Links
- ✓ Linking To A Web Page
- ✓ Attaching Files
- ✓ Audio And Video Files
- ✓ Sending To OneNote

➤ Researching With Linked Notes

- ✓ What Are Linked Notes?
- ✓ Starting A Linked Notes Session
- ✓ Ending A Linked Notes Session
- ✓ Starting Linked Notes From Word Or PowerPoint
- ✓ Starting Linked Notes From Internet Explorer
- ✓ Viewing Linked Notes
- ✓ Removing Note Links
- ✓ Disabling And Re-enabling Linked Notes
- ✓ Using The Research Task Pane

➤ Using Side Notes

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- ✓ Creating A Side Note
- ✓ Keeping A Side Note Visible
- ✓ Reviewing Your Side Notes
- ✓ Moving Side Notes To Existing Notes

➤ Formatting Notes

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- ✓ Using Bulleted And Numbered Lists
- ✓ Extracting Text From Pictures
- ✓ Checking The Spelling
- ✓ Applying Styles
- ✓ Adding Paragraph Spacing

➤ Working With Note Containers

- ✓ Resizing A Note Container
- ✓ Merging The Contents Of Note Containers
- ✓ Moving A Note Container

➤ Outlining

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- ✓ Collapsing And Showing Details
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➤ Working With Tables

- ✓ Inserting A Table
- ✓ Adding Content To A Table
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- ✓ Inserting Rows And Columns
- ✓ Deleting Rows And Columns
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➤ Using The Draw Tools

- ✓ About Pen Mode
- ✓ Inserting Shapes
- ✓ Drawing With The Pen Tool
- ✓ Selecting Shapes
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- ✓ Converting Ink To Text
- ✓ Creating A Favourite Pen

➤ Tagging Notes

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- ✓ Finding Tags

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- ✓ Searching The Current Page
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➤ Templates

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- ✓ Creating A New Page Based On A Template
- ✓ Creating A Custom Template
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- ✓ Setting A Default Template
- ✓ Deleting A Custom Template

➤ Formatting Pages

- ✓ Specifying Paper Size
- ✓ Changing Print Margins
- ✓ Setting Page Colours And Rule Lines
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➤ Printing And Saving Notebooks

- ✓ Printing With The Print Dialog Box
- ✓ Printing From Print Preview
- ✓ Saving To Other Formats
- ✓ Saving Content As A Word File
- ✓ Saving Content As A PDF Or XPS File
- ✓ Saving Content As A Web Page
- ✓ Sending Pages In Different Formats

➤ Security Features

- ✓ Locking A Section With A Password
- ✓ Locking All Protected Sections
- ✓ Unlocking A Protected Section
- ✓ Removing A Password
- ✓ Setting Password Protection Options
- ✓ Setting Backup Options

➤ Sharing Notebooks

- ✓ Creating A New Shared Notebook
- ✓ Sharing An Existing Notebook
- ✓ Inviting Others To Use Your Shared Notebook
- ✓ Opening A Shared Notebook
- ✓ Viewing Newly Added Or Changed Content
- ✓ Searching Shared Notebooks By Author
- ✓ Viewing Page Versions
- ✓ Synchronising A Shared Notebook
- ✓ Sharing Notebooks On The Web





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- ✓ Accessing Shared Notebooks On The Web
- **Integrating With Outlook**
 - ✓ Emailing OneNote Pages
 - ✓ Sending Email Messages To OneNote
 - ✓ Inserting An Outlook Meeting Into A Note
 - ✓ Creating A Linked Meeting From Outlook
 - ✓ Creating An Outlook Task From A Note
- **Concluding Remarks**



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