

# Microsoft Office OneNote 2007

1 day

## Description

Computers are frequently used to create, organize and share your notes and information with others; you can also enhance the content to suit your purpose. In this course, you will use Microsoft Office OneNote 2007 to create different kinds of notes. You will also organize, locate and share information using OneNote 2007.

People used to write down their observation or information in a diary. Over time, information gathering has become more efficient. Microsoft Office OneNote 2007 makes creating and organizing content even easier by providing a user-friendly environment, enabling you to create notes containing text, graphics, tables and more. OneNote 2007 makes the managing and sharing of information easier, and helps you integrate your OneNote notes with other Office applications.

## Prerequisites

- Windows 7: Basic or equivalent experience
- Outlook 2007: Basic, Word 2007: Basic, Excel 2007: Basic, PowerPoint 2007: Basic, or equivalent experience

## Course Outline

### ***Lesson 1: Getting Started with OneNote 2007***

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

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

- Enter Notes
- Format Notes
- Draw Shapes
- Embed Content
- Save Notes
- Create a Side Note

### ***Lesson 3: Working with OneNote Content***

- Create Template-Based Notes
- Organize Notes
- Add Tags
- Search Notes
- Print Notes

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

- Use OneNote with Outlook
- Use OneNote with Excel and PowerPoint
- Publish Note Pages as Web Pages

### ***Lesson 5: Sharing Notes***

- Share Notebooks on a Network Location
- Take Notes Simultaneously
- Share Notes Using SharePoint