

OneNote 2010 Level 1

Audience	This course is intended for learners in a variety of roles and fields who are incorporating digital note taking and sharing with OneNote 2010 into their standard work environment using a laptop, desktop, tablet, or other device. Learners should have competence in the Microsoft Office 2010 Suite, navigating a basic file structure, and managing files and folders.
Description	This course introduces digital note taking, sharing with OneNote 2010. Learners will create and update notes; organize and add tags to notes; search for content; share Notebooks; and interact with other Microsoft programs.
Objectives	Upon successful completion of this course, and additional hands-on practice, you should be able to: <ul style="list-style-type: none">■ Explore the Microsoft OneNote 2010 interface and create a simple notebook.■ Create notes using Microsoft OneNote 2010.■ Organize 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.
Length	1 day

I. Getting Started with OneNote 2010

- A. Exploring the OneNote interface
- B. Creating a Notebook
- C. Customizing the OneNote interface

II. Creating Notes

- A. Entering Notes
- B. Creating template-based Notes
- C. Formatting Notes
- D. Drawing Shapes
- E. Embedding content

III. Organizing and Working with OneNote 2010

- A. Organizing Notes
- B. Adding Tags

C. Searching Notes

- D. Saving and printing Notes

IV. Integrating OneNote with Other Applications

- A. Customizing the OneNote view
- B. Using Outlook with OneNote
- C. Using OneNote with other Office applications
- D. Publishing Notes pages

V. Sharing and Collaborating with Notebooks

- A. Sharing Notebooks on a network location
- B. Working with shared Notebooks

Appendix A: Using OneNote on Mobile Devices

