



MS OneNote 2010 Essentials



Collect, store, retrieve and organize your notes about anything.

OneNote 2010 Essentials Training Course

OneNote 2010 Advanced Training Course Foreword

OneNote is a program that helps you collect notes about anything. You can store all of your notes – in a variety of formats – in one place. Then you can organise and share your notes.

Course length

1-day

<p>OneNote 2010 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>OneNote 2010 Training Course - Lesson 2 Opening and Closing OneNote</p> <ul style="list-style-type: none">• Opening OneNote• Understanding the Interface• Using the Backstage View• About the OneNote Icon• Docking OneNote• Closing OneNote
<p>OneNote 2010 Training Course - Lesson 3 Working with Notebooks</p> <ul style="list-style-type: none">• Understanding Your Notebook• Creating a New Notebook• Saving Notebooks• Searching Notebooks• Closing Notebooks• Opening Notebooks	<p>OneNote 2010 Training Course - Lesson 4 Working with Pages and Sections</p> <ul style="list-style-type: none">• Adding Pages• Adding Sub-Pages• Moving, Renaming, and Deleting Pages• Using the Templates Pane• Adding Sections• Adding Section Groups• Working with Sections and Section Groups
<p>OneNote 2010 Training Course - Lesson 5 Your First Notebook</p> <ul style="list-style-type: none">• Typing Text• Handwriting Text• Using Copy and Paste• Adding Extra Writing Space• Using the Formatting Toolbar• Applying Styles Using the Font Task Pane• Aligning Text	<p>OneNote 2010 Training Course - Lesson 6 Adding Objects to Your Notebook</p> <ul style="list-style-type: none">• Creating Lists• Creating Tables• Inserting Pictures• Inserting Screen Clippings• Researching in OneNote

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OneNote 2010 Training Course - Lesson 7 **Basic Editing Tasks**

- Using the Page Setup Group
- Resizing Objects
- Moving Objects
- Using Undo and Redo
- Checking Your Spelling

OneNote 2010 Training Course - Lesson 8 **Advanced OneNote Objects**

- Using the Calculator
- Using OneNote with Outlook Tasks and Meetings
- Inserting Audio
- Inserting Video
- Attaching Files

OneNote 2010 Training Course - Lesson 9 **Drawing in OneNote**

- Drawing Shapes
- Selecting Shapes
- Formatting Shapes
- Rotating Shapes
- Using the Eraser

OneNote 2010 Training Course - Lesson 10 **Managing Notes**

- Tagging Notes
- Using the Unfiled Section
- Using History
- Linking Like a Wiki

OneNote 2010 Training Course - Lesson 11 **Adding the Finishing Touches**

- Time Stamping Items
- Using OneNote Views
- Password Protecting Your Notebook
- Using OneNote Backups
- E-Mailing Your Notes
- Printing Your Notes

OneNote 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

OneNote 2010 Essentials is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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