



# OneNote 2007

**Duration:** 1 Day

## **Course Content**

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

Topic 1A: Explore the OneNote Interface

Topic 1B: Create a Notebook

Topic 1C: Obtain Help

Topic 1D: Customize the Interface

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

Topic 2A: Enter Notes

Topic 2B: Format Notes

Topic 2C: Draw Shapes

Topic 2D: Embed Content

Topic 2E: Save Notes

Topic 2F: Create a Side Note

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

Topic 3A: Create Template-Based Notes

Topic 3B: Organize Notes

Topic 3C: Add Tags

Topic 3D: Search Notes

Topic 3E: Print Notes

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

Topic 4A: Use OneNote with Outlook

Topic 4B: Use OneNote with Excel and PowerPoint

Topic 4C: Publish Note Pages as a Web Page

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

Topic 5A: Share Notebooks on a Network Location

Topic 5B: Take Notes Simultaneously

Topic 5C: Share Notes Using SharePoint

### **Appendix A: Using OneNote on Mobile Devices**