

## MICROSOFT ONENOTE 2010 ADVANCED

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Microsoft OneNote  
2010  
Advanced



**COURSE LENGTH: 1.0 DAYS**

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with Microsoft OneNote 2010.

This second and final course in the OneNote 2010 series, complements the previous course and elevates your skills to the expert level.

The PD Training Microsoft OneNote 2010 Advanced Training Course provides knowledge and skills in upgrading from OneNote 2007 or 2003, linked notes, note taking tools, collaborating and much more.

This fun and practical training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Contact us today for a group quote.

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## MICROSOFT ONENOTE 2010 ADVANCED COURSE OUTLINE

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### FOREWORD

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2010! In this OneNote 2010 Advanced course, we'll show you how.

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### OUTCOMES

- Understand the file and organisation changes when upgrading from OneNote 2007
  - Sort and view pages
  - Work with Page Versions
  - Create hyperlinks to web locations, other files, or other OneNote pages
  - Use the Translator tools
  - Use tables
  - Work with Equations
  - Format text using the Mini Tool bar
  - Select a page template for a new page
  - Create a new template
  - Understand the use of the drawing and pen tools
  - Understand how OneNote works on a Tablet PC
  - Specify a pen as drawing or handwriting
  - Convert ink to text
  - Attach files to notes pages
  - Insert Files as Printouts
  - Use scanned pages
  - Print to OneNote from Other Applications
  - Send to Word and other formats
  - Use the Side Note Window
  - Send Web Pages to OneNote
  - Use the Research task pane
  - Make text in pictures searchable
  - Work with Linked Notes
  - Understand Universal Access to Notebooks
  - Share notebooks with other computers and other authors
  - Understand notebook synchronisation
  - Find notes by author
  - Assign a password to a section
  - Understand audio and video options
  - Use the search tools
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### MODULES

### Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Lesson 3: Staying Organised

- The Navigation Bar
- Drag and Drop
- View Recent Edits
- Working with Page Versions

### Lesson 5: Text and Page Formatting

- Format Using the Mini Toolbar
- Select a Page Template
- Select a Default Template
- Create a New Template

### Lesson 7: Office Integration

- Attach Files to Your Notes
- Insert Files as Printouts
- Print to OneNote from Other Applications
- Send to Word and Other Formats

### Lesson 9: Linked Notes

- Starting and Finishing a Linked Notes Session
- View or Remove Linked Notes
- Disable and Re-enable Linked Notes

### Lesson 11: Other Tools

- Password Protection
- Audio and Video Options
- Search Tools

### Lesson 2: Upgrading from OneNote 2007 or 2003?

- What You Need to Know About the New File Format
- New Features in OneNote 2010

### Lesson 4: Note Taking Tools

- Hyperlinks
- Translating Words or Phrases
- Table Editing Tools
- Understand the Calculator Capabilities
- Working with Equations

### Lesson 6: Drawing and Handwriting Notes

- The Drawing and Pen Tool Bars
- OneNote Basics on a Tablet PC
- Specifying Pen Mode
- Convert Ink to Text

### Lesson 8: Researching a Topic

- Side Note Window
- Send Web Pages to OneNote
- The Research Task Pane
- Make Text in Pictures Searchable

### Lesson 10: Collaborating

- About Universal Access to Notebooks
- Sharing Notebooks with Other Computers and Other Authors
- Understanding Notebook Synchronisation Status
- Find By Author

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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## WEB LINKS

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➤ [View this course online](#)

➤ [In-house Training Instant Quote](#)