



Course Length: 1.0 days

Microsoft OneNote 2007 can help individuals in keeping their documents, notes and research in an organized manner. OneNote is designed for note taking, brainstorming, research, searching, collaboration, collecting random bits of information in a single convenient place.

This Microsoft OneNote 2007 Essentials training course from pdtraining teaches participants how to open, close, and use OneNote, use and modify the OneNote task bar icon, create a notebook with text, drawings, pictures, lists, tables, screenshots, and recordings, use the basic editing tools, including cut, copy, paste, undo, and redo and more!

This training course is now available in Hong Kong.

This Microsoft OneNote 2007 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

OneNote 2007 Essentials Course Outline

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 2007! In this course, we'll show you how.

Outcomes:

- Open, close, and use OneNote
- Use and modify the OneNote taskbar icon
- Create a notebook with text, drawings, pictures, lists, tables, screenshots, and recordings
- Use basic editing tools, including cut, copy, paste, undo, and redo
- Format and manage OneNote information
- Use OneNote to perform research and basic calculations
- Use OneNote to manage information from other applications, including Outlook
- Create and modify notebooks, section groups, sections, pages, and sub-pages
- Use organizational tools such as tags, the Page List pane, Find, and the Unfiled Notes section
- Use Full Page view
- Save, print, e-mail, and back up OneNote information

OneNote 2007 Essentials Training Course - Lesson 1 **Getting Started**

- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

OneNote 2007 Essentials Training Course - Lesson 2 **Opening and Closing OneNote**

- Opening OneNote
- Interface Overview
- Closing OneNote
- About the OneNote Icon

OneNote 2007 Essentials Training Course - Lesson 3 **Your First Notebook**

- Typing Text
- Handwriting Text
- Adding Text and Objects from Other Applications
- Using the Formatting Toolbar

OneNote 2007 Essentials Training Course - Lesson 4 **Basic Editing Tasks**

- Resizing Objects
- Moving Objects
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling

OneNote 2007 Essentials Training Course - Lesson 5 **Working with Pages**

OneNote 2007 Essentials Training Course - Lesson 6 **Adding Objects to Your Notebook**



- Adding Pages and Sub-Pages
- Moving, Renaming, and Deleting Pages and Sub-Pages
- Using the Page Setup Task Pane
- Adding Rule Lines

OneNote 2007 Essentials Training Course - Lesson 7
Advanced OneNote Objects

- Calculating in OneNote
- Adding an Audio Recording
- Adding a Video Recording
- Linking to Files
- Linking to Outlook Meetings and Tasks

OneNote 2007 Essentials Training Course - Lesson 9
Managing Notes

- Tagging Notes
- Using the Unfiled Notes Section
- Adding Sections
- Adding Section Groups
- Renaming, Moving, and Deleting Sections and Section Groups

OneNote 2007 Essentials Training Course - Lesson 11
Adding the Finishing Touches

- Using the Page List Task Pane
- Using Full Page View
- Password Protecting Your Notebook
- Using OneNote Backups
- E-Mailing Your Notes
- Printing Your Notes

- Creating Lists
- Creating Tables
- Inserting Pictures
- Inserting Screen Clippings
- Researching in OneNote

OneNote 2007 Essentials Training Course - Lesson 8
Drawing in OneNote

- Drawing Shapes
- Selecting Shapes
- Resizing and Deleting Shapes
- Formatting Shapes
- Rotating and Flipping Shapes

OneNote 2007 Essentials Training Course - Lesson 10
Working with Notebooks

- Creating a New Notebook
- Saving Notebooks
- Searching in Notebooks
- Opening Notebooks
- Closing Notebooks

OneNote 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

Web Links:

View this course online:

<http://pdtraining.com.hk/courses/onenote-2007-essentials-training-course>

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