ONENOTE 2007

OBJECTIVES
At the end of this course, participants will be able to use OneNote, a tool that allows them to centralize, logically organize, search and share information from different sources: text, images, emails, tasks, contacts, Web pages, sound files and videos. Whether in the context of individual projects or in a collaborative framework, they will be more in control and more effective in managing their notes and accumulating information related to their projects.

TARGET CLIENTELE
Public

PREREQUISITES
None

COURSE SYLLABUS

1. **Understand the Benefits of Using OneNote to Organize your Notes**
   - Presentation of concrete examples of use
   - Dynamic links to Microsoft applications
   - Possibility of sharing between your different devices
   - Possibility of sharing between employees

2. **Create a Logical System for Organizing your Notes**
   - Creating a Notepad
   - Adding sections or a group of sections
   - Adding pages
   - Rearrange the order of pages, sections, and notebooks
   - Move or copy pages and sections
   - Adding quick notes
   - Managing files in OneNote

3. Create Notes by Inserting Objects
- Concept of the note container
- Inserting images
- Screenshot
- Inserting tables and sheets of reinforcement Excel

4. Gather Information from Different Sources
- Adding quick notes
- Inserting linked notes and a file
- Inserting the printing of a file
- Inserting Web content and hyperlinks
- Inserting audio and video recordings

5. Use Indicators to Group Notes
- Role of indicators
- Adding and customizing indicators
- Search by indicator
- Create Outlook tasks in OneNote
- Link a OneNote page or section to an Outlook task
- Create your meeting notes

6. Search and find Information in OneNote
- Search location accuracy
- Find data in OneNote or from history
- Viewing page versions

7. Use and Customize Templates in OneNote
- Using a OneNote template
- Create and use a custom template

8. Share Notes and Collaborate with OneNote
- Sharing a notebook on the network, SkyDrive, or SharePoint
- Using the review tools