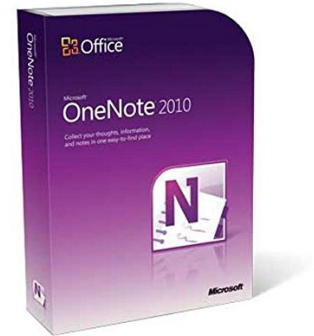# ONENOTE 2010

OBJECTIVES
At the end of the course, the participant will be able to use all the basic features of OneNote so they can easily take and organize notes and information in one place.

TARGET CLIENTELE
Public

PREREQUISITES
None

COURSE SYLLABUS

1. **Presentation of OneNote**

2. **Inserting Content from Different Sources**

3. **Interacting with Outlook Items**
   - Appointments
   - Tasks
   - Contacts

4. **Creating and Using Note Indicators**

5. **Organization and Management**
   - Notepads
   - Sections
   - Pages
   - Subpage

6. **Recording Audio or Video Notes**

7. **Sharing Notes Pages and Collaboration**

8. **Vertical Plans**

9. **Canvas Customization**

10. **Effective Search for Information in Notes**

11. **OneNote on Mobile Devices**
    - iPhone
    - Tablets
    - Etc.