



# OneNote 2010 Introduction

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Working knowledge of Word and Outlook 2010.

## **Getting Started with OneNote 2010**

- Overview of OneNote 2010
- Explore the OneNote 2010 Interface
- Create a Notebook
- The Notes Page
- Customizing the Workspace

## **Creating Notes**

- Enter Notes
- Edit Notes
- Format Notes
- Create Template based Notes
- Audio and Video Content
- Requirements for Working with Audio & Video Notes

## **Organizing and Working with OneNote**

- Organizing Information in OneNote 2010
- Add Tags
- Search Notes
- Save and Print Notes
- Overview of the Outline Feature
- Using Outlines to Organize Notes

## **Integrating OneNote with Other Applications**

- Using Outlook with OneNote
- Using other Office Programs with OneNote
- Scanned Documents

## **Collaborating and Working with Notes**

- Options to Secure Notebook Information
- Share Notebooks on a Network
- Working with Shared Notes