

## Microsoft OneNote 2007 – 1 Day

OneNote is a program that will help you keep track of and organize electronic notebooks.

With Microsoft Office OneNote 2007 you can create personal or office databases of research, notes, and meeting schedules that can be searched and shared with family members or co-workers through single or multiple computers.

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### Section One: Getting Started

#### Starting Out

- About the OneNote Notification Icon
- Interacting with OneNote
- Getting Help in OneNote

### Section Two: Creating Notes

- Creating Basic Notes
- Creating Advanced Notes
- Creating Outlook Items
- Working with Writing Tools
- Creating Tables

### Section Three: Editing Notes

- Working with Notes as Objects
- Editing Tools
- Language Tools
- Organizing Data

### Section Four: Working with Notes

- Using Stationery and Templates
- Working with Sections, Part 1
- Working with Sections, Part 2
- About Notebooks

### Section Five: Organizing, Printing, and Viewing Notebooks

- Using the View Menu
- Managing Windows
- Using Page Setup
- Using Print Preview
- Printing Notes

### Section Six: Advanced OneNote Features

- Setting OneNote's Options
- Advanced File Options
- Sharing a Notebook
- Using a Live Sharing Session



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