

<b>Course Name: OneNote 2010</b>	
<b>Area of Study</b>	<b>Classroom Hours:</b>
<b>Project Management Software</b>	<b>7</b>
<b>Description:</b>	
<p>Learn how to create comprehensive Project artifact files with OneNote 2010.</p> <ul style="list-style-type: none"> <li>■ Customizing Notebook Properties</li> <li>■ Add a Date Stamp to Notes</li> <li>■ Importing Pictures</li> <li>■ Creating &amp; Deleting Sections</li> <li>■ Inserting &amp; Playing Audio Notes</li> <li>■ Exporting Data from OneNote</li> <li>■ Collaborating with Office 2010</li> <li>■ Collaborating with Other Users</li> </ul> <p>Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.</p> <ul style="list-style-type: none"> <li>■ Getting Started with OneNote 2010</li> <li>■ Storing Your Notes</li> <li>■ Writing Basic Notes</li> <li>■ Taking Notes to Another Level</li> <li>■ Putting a Table in a Note</li> <li>■ Linking Your Notes</li> <li>■ Making OneNote 2010 Easier to Use</li> <li>■ Spell-checking Your Notes</li> <li>■ Drawing Notes</li> <li>■ Organizing Your Notes</li> <li>■ Searching for Stray Notes</li> <li>■ Housecleaning in OneNote</li> <li>■ Conducting Research in OneNote 2010</li> <li>■ Distributing Your Notes</li> <li>■ Using OneNote 2010 with Other Office 2010 Programs</li> <li>■ Sharing Notebook with Others</li> <li>■ Customizing OneNote</li> <li>■ Using OneNote Web App</li> </ul>	
<b>Students enrolled for this course should have the following:</b>	
<p>This course is ideal for people who are new to OneNote 2010, or who have experience with older versions of OneNote (2003 or earlier). OneNote 2010 Training covers the new OneNote 2010 interface with a number of time-saving tools designed to save time and make users more productive.</p>	
<b>Upon successful completion of this course, students will be able to:</b>	
<ul style="list-style-type: none"> <li>■ Take notes and organize them with ease</li> <li>■ Arrange notes in pages, sections, and notebooks</li> <li>■ Add pictures, drawings, and audio and video clips</li> <li>■ Apply readymade and custom tags to your notes</li> <li>■ Link notes to web pages and Microsoft Office files</li> <li>■ Share your notes and collaborate with others</li> </ul>	