# Microsoft OneNote 2010

**General Description**

Create secure, organised and searchable notebooks to capture and share information.

**Learning Outcomes**

- Navigate the OneNote screen, type a note and perform basic notebook file management
- Create and manage pages, subpages, sections and section groups
- Add external content, insert pictures, attach files and create links to web pages
- Produce and manage linked notes from Microsoft Word, PowerPoint and Internet Explorer
- Create side notes for note taking on the fly, review side notes and move side notes to existing notes
- Apply basic text formatting, add paragraph spacing and create bulleted and numbered lists
- Merge notes and adjust the position and size of note containers
- Organise content in a multi-level outline structure
- Insert, restructure and format a table
- Insert shapes, draw with the Pen tool and convert ink to text
- Use pre-built and custom tags to categorise and find notes
- Search notes using quick search and use the search results task pane
- Add a new page based on a pre-made template and create a custom template
- Specify paper size, change print margins, display rule lines and add a background picture
- Print notebooks and export OneNote content as a Word, PDF or XPS file
- Lock a section with a password, unlock a protected section and set notebook backup options
- Create a new shared notebook, share an existing notebook and access shared notebooks on the web
- Email OneNote pages, create an Outlook task from a note and create a linked meeting from Outlook

**Duration**

One Day

**Prerequisite**

Basic understanding of the Microsoft Windows operating system

**Topics**

Getting to know OneNote 2010
Working with Sections and Pages
Inserting Notes
Researching with Linked Notes
Using Side Notes
Formatting Notes
Working with Note Containers
Outlining
Working with Tables
Using the Draw Tools
Tagging Notes
Searching Notebooks
Templates
Formatting Pages
Printing and Saving Notebooks
Security Features
Sharing Notebooks
Integrating with Outlook