

OneNote 2010 Advanced Workshop

The part will learn how to use the advanced features of OneNote 2010. This workshop is designed to teach you a basic understanding of OneNote 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advanced features right on a computer.

Have you ever wished that you could track appointments, take meeting notes, record research, and keep to-do items all in one place? Well, you can do all that and more with OneNote 2010. In this course, the participants will learn how, plus we'll explore OneNote's new ribbon-based interface.

Workshop Objectives:

- Understand the file and organization changes when upgrading from OneNote 2007
- Sort and view pages
- Use tables
- Understand the calculator capabilities
- Work with Equations
- Format text using the Mini Tool bar
- a Tablet PC
- Create a custom pen to use when drawing or handwriting
- Specify a pen as drawing or handwriting
- Convert ink to text
- Attach files to notes pages
- Insert Files as Printouts
- Use scanned pages
- Disable and Re-enable linked notes
- Understand Universal Access to Notebooks
- Share notebooks with other computers and other authors
- Use the search tools.



For more information on this workshop or to reserve your spot, please contact:

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