**MS OneNote 2010**  
**Beginners**  
*(1 Day Workshop)*  
**Course Outline**

**Description:**  
Aimed at those who wish to make use of MS OneNote to record, store and share their information. The course covers OneNotes terminology, basic interface, creating a notebook, sections and pages, formatting various elements, using shapes, organisation, using tags, sharing notes and integration with other MS Office products.

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| • Exploring the OneNote Interface  
• Create a notebook  
• Create sections and page  
• Enter notes  
• Create template-based notes  
• Format notes  
• Draw shapes to represent your content  
• Embed content into your notes  
• Organise notes into manageable sections and subpages  
• Delete a section and restore a section from a notebook and also merge sections in the notebook  
• Mark notes to easily locate content  
• Add tags to your notes  
• Search option  
• Share your notes with users  
• Integrating OneNote with other applications |