



OneNote 2003

Course Outline



Course Synopsis:

Organize Notes; Capture Notes in Various Formats; Reuse Notes; Prioritize Action Items; Sharing Notes (PM Session)

Who Should Attend:

Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of OneNote 2003 in action.

Prerequisites:

Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.

What You Will Learn:

Microsoft OneNote 2003 will help you master office organization. Microsoft OneNote 2003 uses an intuitive tabbed interface and binder-like sections for keeping information exactly where you want it and can find it. Take notes anywhere on the page, as you would on a notebook with Microsoft OneNote 2003 and share Microsoft OneNote 2003 documents with others for easy, clear communication. Increase the productivity of Microsoft OneNote 2003 with a good knowledge and understanding of the features and possibilities of Microsoft OneNote 2003!

Time:

Class time is 9:00 a.m. - 4:00 p.m.
Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.

Location:

401 Lewis Hargett Cir.
Suite #120
Lexington, KY 40503

Related Courses:

Goals:

Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.

Registration:

You can register over the phone or online by emailing Rebecca Williams at
rebeccawilliams@cts-ky.com
or
859-277-1771



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COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

Intro to Microsoft OneNote 2003

- Understanding OneNote

Getting Started with OneNote 2003

- OneNote in Action
- OneNote: Your Digital Notebook
- Taking Notes
- Organizing Notes
- Sections for Categories of Notes
- Folders For Multiple Sections
- Moving Pages, Sections, and Folders
- Organizing Notes on the Page
- Stationary
- Saving Notes
- Deleting Pages
- Highlighting Important Notes
- Finding Notes
- Recording Audio Notes
- Doing Research
- Side Notes
- Sharing Notes
- E-Mailing Notes
- Publishing Notes
- Printing Notes
- Handwriting and Drawing