

OneNote 2010 Advanced Workshop

Your participants 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, you will show your participants 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:

Zelna Naude – 082 786 5690 – zelna@boekhoukursusse.co.za