



Microsoft®

OneNote 2010

Certification

Courseware 3249

Exam 77-853

Course Description

Microsoft® OneNote 2010 teaches the information worker how to use this tool to organize, locate and share information. You will learn how to collect and organize notes, insert files, capture screens, and enhance your notes for all types projects. Additionally, you will enhance notes to suit your purpose, collaborate with others, organize research ideas, integrate them with other Office applications, and access information with a shared notebook. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft OneNote 2010 Exam #77-853.

Course Series

This *Microsoft OneNote 2010 Core* courseware is one of eight courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Word 2010 Core
- Word 2010 Expert
- Excel 2010 Core
- Excel 2010 Expert
- Outlook 2010
- OneNote 2010
- PowerPoint 2010

The Microsoft Office Specialist 2010 Series contains exercises that students can use to learn each of the features discussed. Additional resources to practice and apply the skill sets are available from the CCI Office 2010 Microsite. Students are encouraged to register at <http://2010.ccilearning.com> in order access these additional activities both during and after completing the course.

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use Minimize, Restore Down/Maximize, or Close
- use the taskbar
- use the left and right mouse buttons appropriately
- use the Start button
- understand file management techniques
- use the Help feature
- navigate between files, folders, or drives

System Requirements

According to the Microsoft Office System User's Guide, you must have the following in place prior to using the program:

- personal computer with a 500 megahertz (MHz) processor or higher
- 1 gigabyte (GB) hard disk drive to save the files used in this courseware
- 256 megabytes (MB) RAM or higher
- 1024x 768 or higher resolution monitor
- Windows XP with Service Pack (SP) 3 (32-bit), Windows Vista with SP1 (32-bit or 64-bit), Windows Server 2003 R2 (32-bit or 64-bit) with MSXML 6.0 installed, Windows Server 2008 with SP2 (32-bit or 64-bit), Windows 7 (32-bit or 64-bit)
- mouse or other pointing device compatible with Windows

In the materials contained in this courseware, we assume that you have met these criteria, and that you have successfully installed both Windows and Word on your computer.

Classroom Setup

The features and exercises shown in this courseware were developed using the standard installation of Microsoft Office 2010 on a standard notebook with Windows 7.0. If your computers have Windows Vista installed, you will need to adjust accordingly to accommodate for the differences in dialog boxes when saving or opening files. If you are using a tablet notebook, you may find some slight differences for accessing items.

Access to the Internet is also required to complete some of the collaboration exercises, which were developed using Internet Explorer 9. If you have another Web browser installed on the computers, note that you may need to adjust the commands accordingly to match your Web browser.

It is likely your instructor set up the classroom computers based on the system requirements to run the software for this course. Most software configurations on your computer are identical to those on your instructor's computer. However, your instructor may use additional software to demonstrate network interaction or related technologies.

Course Objectives

This course book teaches the skills you will need to successfully complete the OneNote 2010 exam. These skill sets are introduced using a fictional company named Tolano Inc., with a department called Tolano Adventures which is a travel service that offers environmentally-friendly tours to the public.

You will use OneNote to create and enhance a variety of notebooks, learn to collaborate effectively on group projects and manipulate OneNote options to customize your environment to meet varying needs and enhance productivity.

After completing this course, you will be able to:

- | | |
|---|--|
| ↗ identify screen elements | ↗ add, group, merge, color code and protect sections |
| ↗ customize the working environment | ↗ use side notes |
| ↗ customize the page setup | ↗ insert and manipulate tables |
| ↗ dock the notebook to the desktop | ↗ insert and manipulate pictures |
| ↗ create a new OneNote notebook for local or shared use | ↗ set a picture as a background |
| ↗ set properties and quick access for the notebook | ↗ insert screen clippings |
| ↗ add new pages or subpages | ↗ use drawing tools |
| ↗ insert notes containers | ↗ configure pen options |
| ↗ proof text | ↗ manage page history |
| ↗ format text | ↗ tag information |
| ↗ insert special items | ↗ search for content |

- ↗ work with different versions
- ↗ link pages or notebooks
- ↗ link to applications
- ↗ link to a wiki
- ↗ insert files
- ↗ use quick filing
- ↗ share content items
- ↗ share notebooks
- ↗ share content via e-mail
- ↗ mark edits as read
- ↗ view recent edits
- ↗ find notes by author
- ↗ hide author initials

About This Courseware

Courseware Description
 Course Design
 Course Objectives
 Conventions and Graphics

Lesson 1: Getting Started

Lesson Objectives
 Introducing OneNote

- Looking at the Screen
- Using the Quick Access Toolbar
- Using the Ribbon

 Customizing OneNote
 Working with Notebooks

- Creating a New Notebook
- Saving a Notebook
- Opening and Closing Notebooks

 Customizing a Notebook

- Choosing the Page Size
- Choosing the View
- Choosing a Page Color
- Displaying Rule or Grid Lines
- Setting the Page Title
- Hiding the Page Title

Lesson Summary

Review Questions

Lesson 2: Using Notebooks

Lesson Objectives
 Working with Pages

- Creating Pages
- Creating Subpages
- Manipulating the Pages
- Working with Note Containers

 Formatting Text
 Working with Sections

- Creating New Sections
- Renaming Sections
- Color Coding the Sections
- Creating Section Groups
- Merging Sections
- Protecting the Section

 Using Side Notes

- Viewing Side Notes Pages

 Lesson Summary
 Review Questions

Lesson 3: Using Visual Elements

Lesson Objectives
 Working with Tables

- Inserting Tables
- Manipulating the Table

 Working with Pictures

- Inserting Screen Clippings
- Manipulating Images

 Using Drawing Tools

- Configuring Pen Options
- Manipulating Shapes

 Lesson Summary
 Review Questions

Lesson 4: Managing Notebooks

Lesson Objectives
 Managing Your Pages

- Working with the Containers
- Saving a Page as a Template

 Using History and Backups

- Using Page Versions
- Using the Notebook Recycle Bin

 Backing Up Your Notes
 Tagging Information

- Adding Tags
- Removing Tags
- Configuring Tag Options
- Using the Tags Summary Page

 Searching for Content
 Lesson Summary
 Review Questions

Lesson 5: Sharing and Collaborating

Lesson Objectives
 Linking Information

- Linking to Wikis
- Linking to Other Microsoft Applications
- Changing the Linked Options

 Inserting Files
 Using Quick Filing

- Sharing Content via E-mail
- Sharing Outlook Items
- Using Send to Print

 Sharing Notebooks

- Using SkyDrive
- Using SharePoint
- Using a Network

 Collaborating with Others

- Synchronizing Changes
- Finding Notes by Author
- Viewing Recent Edits
- Hiding Author Initials
- Unsharing a Notebook

 Lesson Summary
 Review Questions

Appendices

Appendix A: Courseware Mapping
 Appendix B: Glossary of Terms
 Appendix C: Index