The Courseware Shop

Microsoft Office InfoPath 2007

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COURSE INTRODUCTION

Microsoft Office OneNote 2007 is a note-taking program that provides a flexible way to gather and organise information. OneNote aims to help you capture your thoughts and ideas in electronic notebooks where you can easily organise, search and share the notebooks. You can manage all your notes in one notebook or create several notebooks to organise information. For example, you can maintain a notebook for your work notes and another one for your personal notes.

Unlike traditional Help content, OneNote 2007 provides you a sample notebook to explore and familiarise yourself with workspace elements.

The new navigation pane in OneNote 2007 displays all your notebooks, pages, sections, and folders for easy access. You can easily hide the open notebooks and save space on your screen. The drag and drop feature helps you reorganise your notebooks and the sections and pages within notebooks. For example, you can move a page from one section to another by clicking the page tab and dragging the page to a new section.

OneNote 2007 also provides a variety of templates, such as decorative backgrounds, watermarks, and functional templates, to help you customise your pages and sections.

OneNote 2007 also provides backup and security features to protect your notes.

COURSE OBJECTIVES

After completing this module, you will be able to:

- Organise and find notebook information
- Create Notes with tables and graphics
- Create and use Page Templates
- Create and manage audio and video content
- Use the Outlines feature and export an outline to Microsoft Word 2007

MODULE 1 – ORGANISE AND FIND NOTEBOOK INFORMATION

OBJECTIVES

After completing this module, you will be able to:

- Describe the components of a notebook.
- Customise the workspace
- Organise information in a notebook.
- Search for information in a notebook.

OVERVIEW OF ONENOTE 2007

OneNote 2007 is an information management program that you can use to store information such as notes, schedules, and reminders. Unlike word-processing or spreadsheet programs, OneNote 2007 offers a free-form layout where you can easily type, write, or draw notes in the form of text and graphics.

Collecting and organising information using paper-based systems, word-processing programs, and e-mail systems can be a difficult task because of the limited functionality and data format support in each system. These systems do not provide effective sharing of information between team members working from different locations and on multiple projects. E-mail, tasks, agendas, and issues that are stored in paper-based documents or document management systems are also difficult to update, track, and access.

OneNote 2007 will enable you to collect and organise text, pictures, digital handwriting, and audio and video recordings in a single digital notebook on your computer. OneNote 2007 can improve productivity by providing easy access to required information whilst enabling you to protect your information by using the password protection feature.

OneNote 2007 enables you to share and print information in any format by integrating with different applications, such as Microsoft Office 2007. You can save or export a OneNote 2007 file in Portable Document Format (PDF), XML Paper Specification (XPS) format or Multipurpose Internet Mail Extension HTML (MHTML) format, which creates a simple Web page from the content. In addition, tasks that are created in OneNote 2007 synchronise with Microsoft Office Outlook 2007 tasks so that you can manage your projects more efficiently.

OneNote 2007 provides shared notebooks that enable you to share information and eliminate the need to track versions or upload changes. You can also use OneNote 2007 as a shared digital whiteboard, which helps virtual teams view and edit the same set of notes at the same time.

ONENOTE 2007 WORKSPACE

The OneNote 2007 workspace provides the tools that help you create and organise notes. The illustration below displays the various elements of the OneNote 2007 workspace.
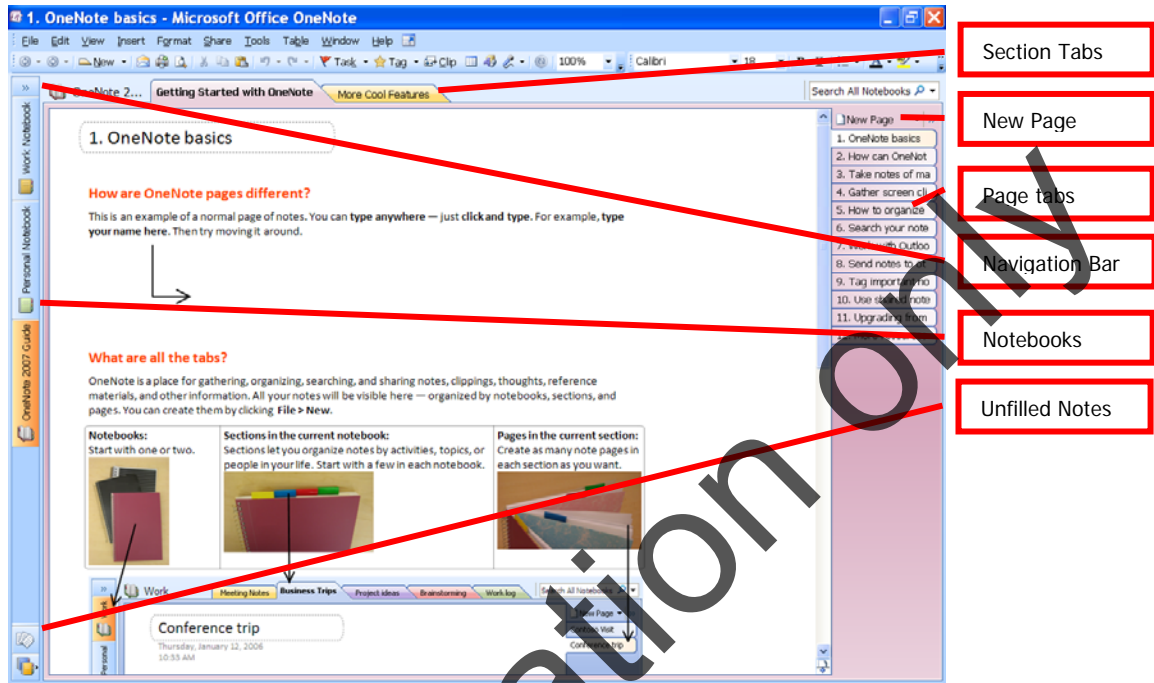
Navigation Bar	You can expand or collapse the Navigation Bar to show or hide the section structure of the notebooks, access the Unfiled Notes section, and view a complete list of all notebooks.
Notebooks	You can create multiple notebooks in OneNote 2007. All notebooks are displayed as tabs on the Navigation Bar.
Section tabs	This row of tabs provides access to each section in the current notebook. You can drag section tabs left or right to change locations and right-click a tab to display formatting and organisation options. A section can contain multiple pages and subpages.
Page tabs	This row of tabs provides access to each page in the current notebook section. You can drag page tabs up or down to the desired locations and right-click a tab to display formatting and organisation options.
New Page	You can use this button to quickly create new pages at the end of the current notebook section. To create a subpage or to apply a template to a new page, click the arrow next to this button.
Unfiled Notes	This section stores information that was copied from a Web browser or other programs. The copied information can include text, pictures, screen clippings, and side notes. You can also use the Unfiled Notes section to take quick notes.

THE NOTES PAGE

On the notes page, you can type information as well as add images, hyperlinks, and file attachments. This illustration displays the various elements of the notes page.
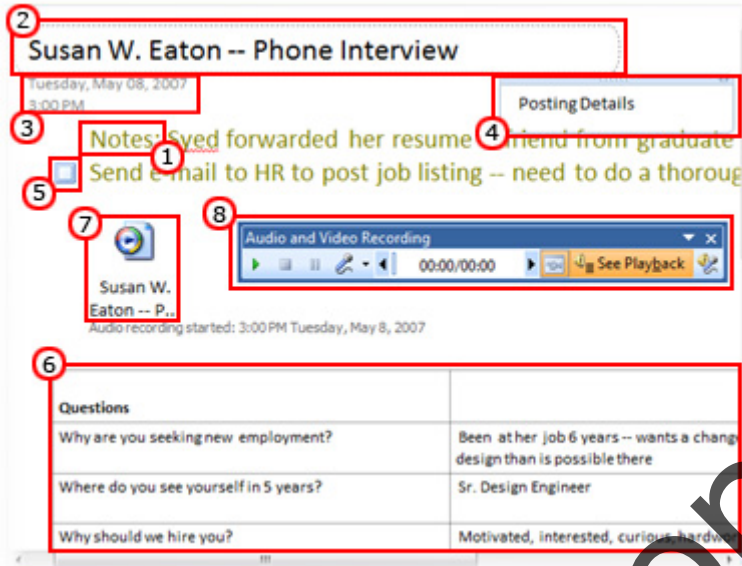
1. NOTES. You can type anywhere on a page to take notes. OneNote 2007 also helps you add images, audio, and video clips to the page.

2. PAGE TITLE. The title is the name that you give to a page. This name also appears in the page tab section.

3. DATE-AND-TIME STAMP. When you create a page, OneNote 2007 automatically adds the current date and time to that page.

4. NOTES CONTAINER. The box that contains typed or handwritten notes is called a notes container. A notes container can also include images, tables, graphics, and other objects. You can format, move, resize, and merge notes containers.

5. TAG. OneNote 2007 provides several predefined note tags, such as Important and To Do, that you can associate with your notes. You can also create custom note tags and search for tagged items. Tagging notes helps you search the notes by keywords.

6. TABLE. You can insert or draw tables in OneNote 2007, thereby organising notes in rows and columns.

7. AUDIO AND VIDEO RECORDING. You can create both audio and visual notes by using OneNote 2007.

8. AUDIO AND VIDEO RECORDING TOOLBAR. You can use this toolbar to control the playback of audio and video notes.

CUSTOMISING THE WORKSPACE

You can customise the OneNote workspace according to your requirements. By customising the interface elements, you can optimise the workspace for the type of computer that you use. For example, if you use OneNote 2007 on a desktop computer with a large monitor, you can permanently expand some of the collapsed interface elements for easy access. If you use OneNote 2007 on a portable computer, you can minimise or hide OneNote 2007 interface elements to maximise the space for taking notes.

In this exercise, you will customise some of the elements of the OneNote 2007 workspace.

EXERCISE 1: CUSTOMISING THE ONENOTE 2007 WORKSPACE

Note   In this lab, *user account* refers to the user name that you use to log on to the computer. All sample files should be stored at c:\OneNote 2007\.

TASK 1: OPENING AN EXISTING NOTEBOOK

In this task, you will start OneNote 2007 and open an existing notebook.

1.   To start OneNote 2007, click **Start**, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Office OneNote 2007**.

2.   To open an existing notebook, on the **File** menu, point to **Open**, and then click **Notebook**.

3.   In the **Open Notebook** dialog box, browse to **C:\ OneNote 2007\Personal**, (or location for sample files) and then click **Open**.

Note   Ensure that the Cont. Ed section is displayed. If not, click the Personal section group button.

TASK 2: CUSTOMISING THE ONENOTE 2007 WORKSPACE

In this task, you will customise the workspace by formatting the notebook and sections and by adding various toolbars.

1.   To open a section, on the **Section** tab, click **Lists**.