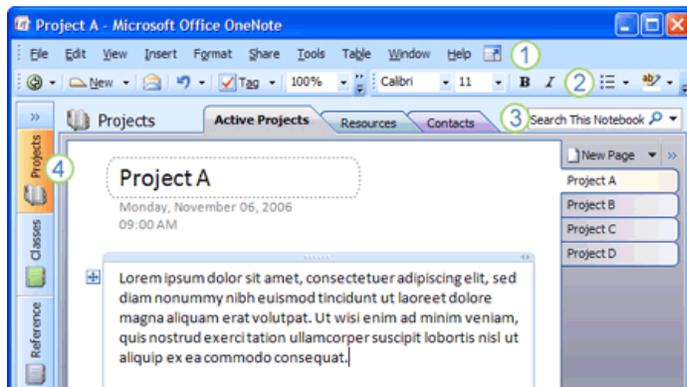


One-Note 2007 Unit



Please complete the following activities with your instructor to learn about the One-Note 2007 program and how it can help you as a student at STI.

1. ___ Participate in the overview from your instructor on One-Note 2007.
2. ___ Read the attached One-Note 2007 Overview, which is based on the www.microsoft.com/onenote website.
3. ___ Access the following site to complete the “Quick Start” activities highlighted in yellow below. If the demo/tutorials are accessed in class, the instructor may have headsets for students to use.

<http://www.microsoft.com/onenote>

Attached Overview information taken from this portion of the above website.

Please read through the first 3 bulleted items in this list, and then view BOTH “Get started with OneNote” Demo Tutorials:

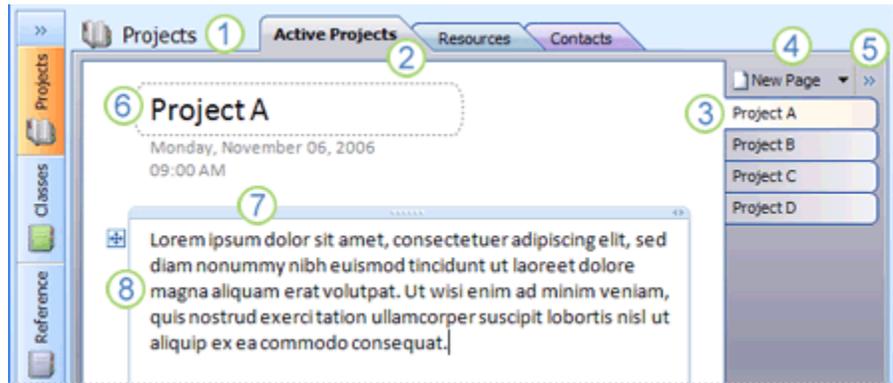
1. Get started with Microsoft One Note 2007
2. Set up a OneNote Notebook

4. ___Your instructor will make sure you understand the hierarchy structure of the notebook, tab and page naming/saving.

- 1 Menu Bar
- 2 Toolbars
- 3 Search box
- 4 Navigation Bar



- 1 Notebook title
- 2 Section tabs
- 3 Page tabs
- 4 New Page
- 5 Expand/Collapse Page Tabs
- 6 Page title
- 7 Notes container
- 8 Paragraph handle



5. ___ Create a notebook with the instructor. The structure is listed below. Once it is created, your instructor will have you close One-Note and call this structure back up again.

Note: Some students may create future Notebooks for Courses, making the Course Name the Notebook Name.

STRUCTURE:

STI is the Notebook Name

CIS 105 is a Section Tab Name (each is its own file with **.one** – all pages in this section will move/copy with the section). Other classes in the Student’s Schedule make up the remaining Tab Names

Course Unit Names or Dates can be Page/SubPage Names

7. ___ Your instructor will cover selected definitions, tips & tricks pages at the end of this packet.
8. ___ Create a series of bulleted note lists on a page in the **CIS 105 Section Tab**. This page can be named for today’s date, such as **9-4-07 Class Notes**. Lists could resemble any of the following and you can experiment with various bullet types or enumerated lists:

Skills Practiced

- One
- Two

Terms:

- One
- Two
- Three

Bring with next time:

- One
- Two
- Three

9. ___ Practice creating the following object containers on the page (most are under INSERT). Remember, saving of pages is automatic:

- Tag
- Pictures
- Files
- Files as Printouts
- Screen Clipping
- Audio Recording
- Math Formula (like $83 \times 45 =$)
- Symbol
- Date and Time
- Task

10. ____ Utilize OneNote in your CIS 101, 105 or 106 career project for researching and collecting information. Your One-Note notebook will be supporting materials for this portion of the project.

Microsoft Office OneNote 2007 Overview

Applies to: [Microsoft Office OneNote 2007](#)

Office OneNote 2007 is a digital notebook that provides people one place to gather their notes and information, powerful search to find what they are looking for quickly, and easy-to-use shared notebooks so that they can manage information overload and work together more effectively.

Unlike paper-based systems, word processing programs, e-mail systems, or other productivity programs, Office OneNote 2007 delivers the flexibility to gather and organize text, pictures, digital handwriting, audio and video recordings, and more — all in one digital notebook on your computer. Office OneNote 2007 can help you become more productive by keeping the information you need at your fingertips and reducing time spent searching for information across e-mail messages, paper notebooks, file folders, and printouts.

Office OneNote 2007 is an integrated part of the 2007 Microsoft Office system that makes it easy to gather, organize, find, and share your notes and information more efficiently and effectively. Powerful search capabilities can help you locate information from text within pictures or from spoken words in audio and video recordings. And easy-to-use collaborative tools help teams work together with all of this information in shared notebooks, whether online or offline.

With all of your information at your fingertips, Office OneNote 2007 provides you a solution for information overload, enables you to work with others more effectively, and helps you stay on top of tasks, schedules, and team information. The familiar look and feel of the Microsoft Office system makes it easy to start using the program right away, minimizing wasted time and training costs.

Gather everything in one place

With so much information coming your way — and in so many different forms — you need one place to keep it all and a tool that's flexible enough to capture it. Otherwise, information that could have been used to help make better decisions or make you more efficient is lost or difficult to find.

Taking notes on paper and transcribing them later can be time-consuming and difficult. Paper notebooks get lost, you can't easily share them with others, and they are really only good for capturing one type of information: handwritten notes. Because most don't have a way of digitally capturing unstructured information, people often print out Web research, and store information in file folders or on desks, which is difficult to find later and inaccessible when you're away. And sharing information with others can be difficult — people default to e-mail for file sharing and information exchange — and it's often hard to figure out what the plan is without reading through long e-mail threads.

Office OneNote 2007 gives you a solution with a flexible software program that enables you to gather virtually any type of information in one place. With your information readily available, you can be more prepared and make better decisions.

Keep all your information all in one place — including freeform notes, images, documents, files from other Microsoft Office system programs, and rich media — and organize it in the way that works best for you.

Help protect intellectual property and don't worry about frequently saving or creating backups of your information — Office OneNote 2007 does this for you.

Take meeting notes in Office OneNote 2007 to create a living repository of group decisions and brainstorming sessions that adds continuity and context to subsequent meetings.

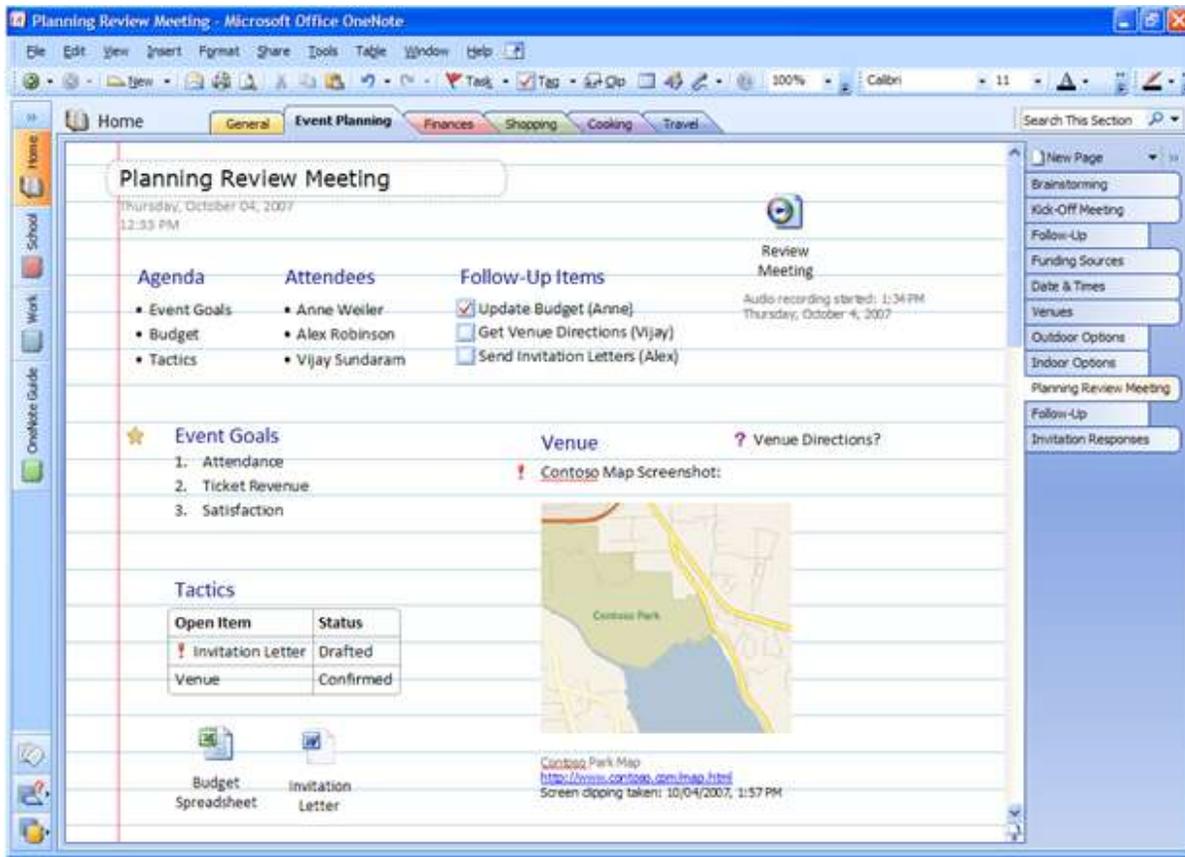
Catch all the details of customer calls and meetings by synchronizing typed or handwritten notes with Office OneNote 2007 audio and video recordings.

Gather information on your Microsoft Windows Mobile powered devices (including notes, audio recordings, and pictures) and transfer it to Office OneNote 2007.

Take advantage of the Office OneNote 2007 export application programming interface to easily transfer information gathered in OneNote 2007 to your company's business systems, and in so doing reduce errors and wasted time spent rekeying the same information in different systems.

Copy, paste, or print information from and into other 2007 Microsoft Office system programs including Word, Excel, Outlook, and PowerPoint.

Use Office OneNote 2007 drawing tools and tables to annotate and easily organize and manage information.



Gather all of your information in Office OneNote 2007.

Find what you're looking for quickly

Finding information you need to do your job can take time. Searching for information in paper notes, file folders, computer files, or network shares takes valuable time away from your work and from your ability to positively affect your company. Time spent searching is not time spent working.

With Office OneNote 2007, finding information is easy and fast. Office OneNote 2007 eliminates the guesswork of figuring out where you stored critical information because everything is kept in the same program. No more clicking through file folders and sorting through pages of paper notebooks to find the information you're looking for. Powerful search features give you the ability to locate information quickly.

Office OneNote 2007 also allows you to search across new types of content, like text in scanned documents or images, and spoken words in audio and video recordings. With easier access to the facts, you and your teammates can make better decisions.

Search and find keywords quickly within text, in images, and in audio recordings made in Office OneNote 2007.

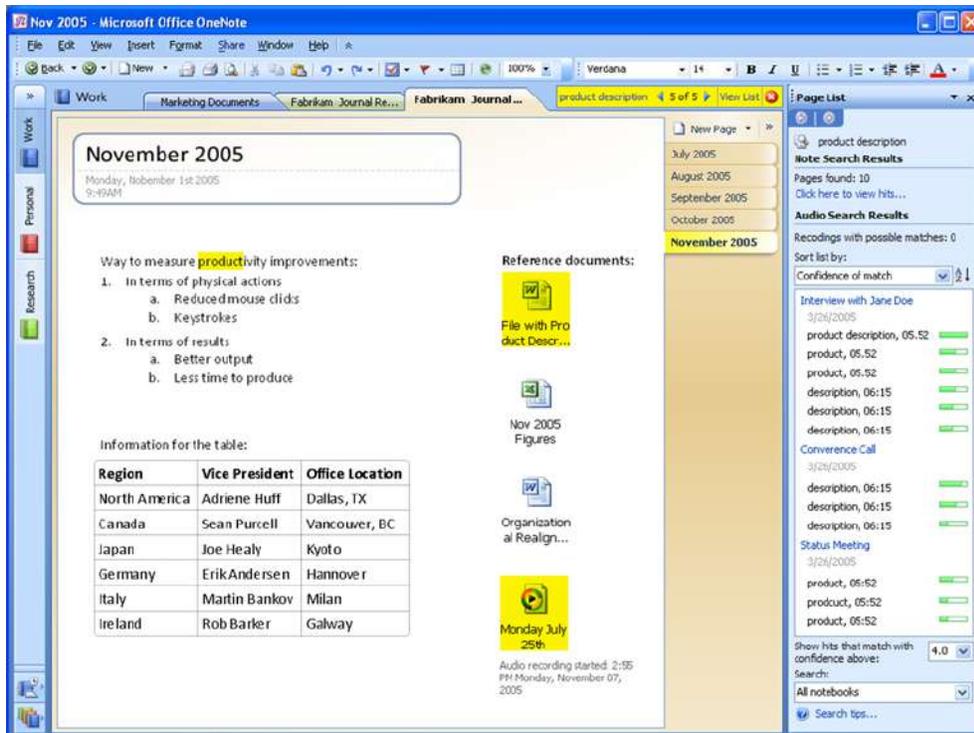
View hyperlinked search results in a summary task pane—a single click takes you to relevant results.

View all open notebooks at once, use drag-and-drop functionality to easily arrange and rearrange your notes, and add hyperlinks to other pages in your notebook to quickly find relevant content.

Manage tasks easily with two-way synchronization between Office OneNote 2007 and the 2003 and 2007 versions of Microsoft Office Outlook.

Link notes and other information to specific Office Outlook 2007 or Outlook 2003 contacts to help you better prepare for meetings and recall information easily.

Mark notes with note tags, visually rich icons that make it easier to return to reminders, to-dos, and other action items.



Work together more effectively

With team members working from different locations and on multiple projects, communication, coordination, and information sharing can challenge group effectiveness and productivity. Teams often rely on e-mail messages to share information, causing confusion and bloated e-mail inboxes. Tasks, action items, agendas, and issues stored within static documents or document management systems are difficult to update, track, and access, and they prevent multiple people from working with the same information at the same time. With each person storing and tracking information individually, it's difficult to get everyone working from the same page.

Office OneNote 2007 helps people work together better by eliminating roadblocks that arise when information is isolated in paper notes or file folders, or on one person's computer. Groups can share information easily, work more productively, and keep track of projects, issues, and goals more effectively.

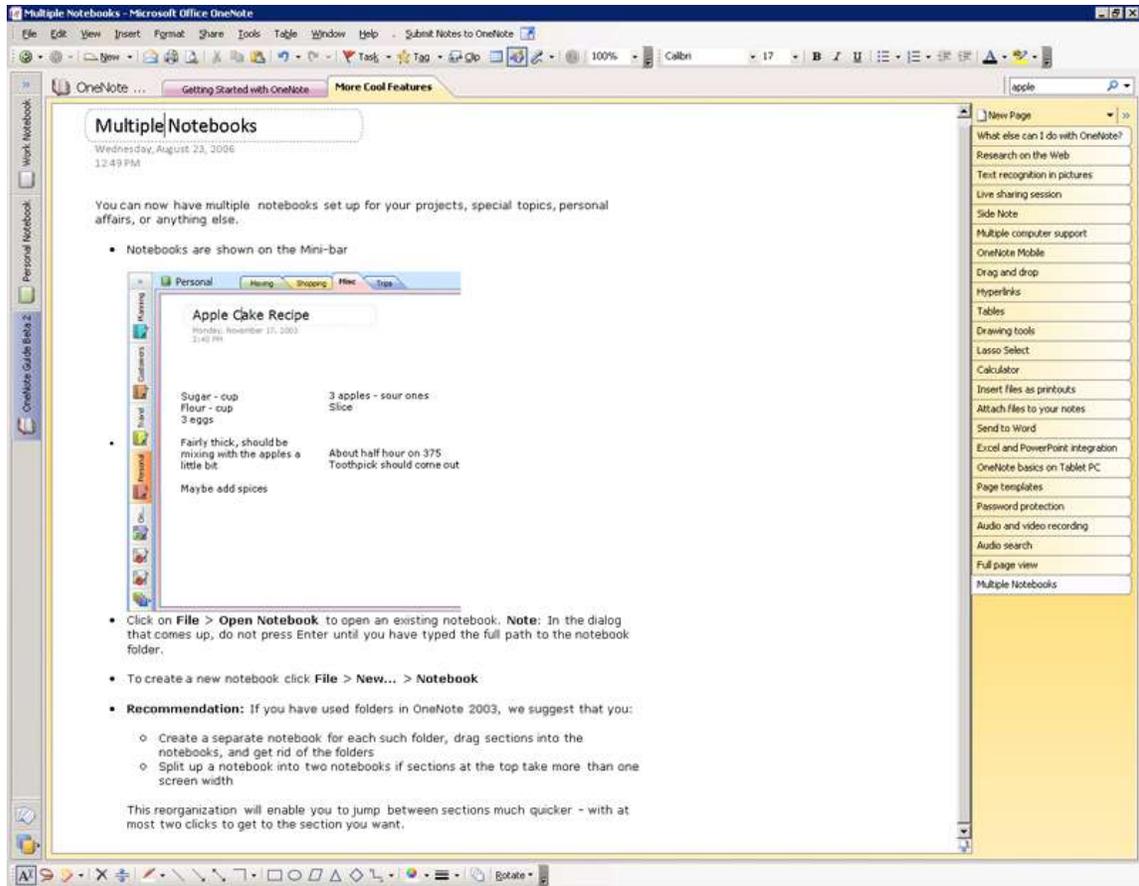
Work together from the same notebook — whether online or offline — using shared notebooks. Office OneNote 2007 manages changes made to the same notebook, eliminating the need to track versions or upload changes.

Create a team knowledge base so that everyone has access to the same information, helping to get new team members up to speed quickly, and minimizing duplicate efforts.

Share notes even with non-Office OneNote 2007 users—by sending your notes as HTML so that anyone with an e-mail client or Web browser can view them,

Stay in control of your information by choosing which notebooks to share with your teammates and which to keep private, and help ensure privacy with password protection.

Use Office OneNote 2007 as a shared digital whiteboard, enabling virtual teams to work together in real time, viewing and editing the same set of notes.



Microsoft OneNote Definitions

Tips & Tricks



Capturing Notes

- 1. Sections** – Are the major unit of organizing in OneNote, like tabbed sections in a binder. File/New to create new sections in the new task pane. Right click section tabs at top to set to one of 16 colors. Sections can be opened and closed as needed with File/ Open or Close. Move Sections by selecting a Section tab, right clicking, select Move.
- 2. Pages** – Exist in Sections. File/ New to create or click on blank New Page tab on right side. Click & drag to move within a section, right click to move to another section.
- 3. Adjust Page Titles** – To show longer page titles click the “Expand/Collapse Page Titles” arrow next to the page title names at the right.
- 4. Typing Anywhere** – Click & type to enter notes anywhere on a page. Notes are stored in Note Containers. Move text in Note Containers with selection handle on the left.
- 5. Formatting Text** – Format/Font to select font attributes in task pane, or from format bar, which shows font examples.
- 6. Highlighting Text** – Choose from 15 highlight colors in format toolbar & apply to selected text.
- 7. Numbered Lists** – Create as you type or apply to existing lists by selecting Numbering button in Toolbar. Sidebar lists more numbering styles. Numbering automatically activated when lists are typed beginning with 1., A., a), etc. followed by a space.
- 8. Bulleted Lists** – Similar to numbered lists, apply to selected text with Bullets button in toolbar. Sidebar lists more bullet styles. Lines beginning with asterisk & space are automatically converted into bullets.
- 9. Arithmetic Problems** – type the problem with math operator symbols and ENTER to receive the answer.
- 10. Inserting/ Removing Writing Space** – To add or remove writing space from a page select the Insert Extra Writing Space button in Standard toolbar, click in document & drag down to add space, drag up to remove space. Also accessible by right clicking in the document.
- 11. Extending the page** – To add writing space at the end of a document click the Make Page Grow button at the bottom of the vertical scroll bar.
- 12. Drawing** – Line drawing is available in thin, thick & highlight styles in four colors. Select Pen buttons under the TOOLS menu.
- 13. Eraser & Pens** - in Drawing toolbar. Eraser will remove line drawings. Tools/Writing Tools and Writing Tools/Pens/Customize Current Pen to change Name, Color & thickness of pen.
- 14. Printing Notes** – File/Print to print notes. Default setting is “Selection” - page group. File/Print Preview to preview and select print options including print range, paper size, orientation and footer formatting.
- 15. Side Notes** – To open a mini OneNote window click on the OneNote icon in the taskbar. Note window stays on top with minimal interface. Enlarging window adds full interface and no longer stays on top. Nice for taking notes from other applications. **Also use CTRL + SHIFT + “M” to activate.**

Organizing Notes

- 16. Note Tags** – View/ Toolbars/ Tags to see toolbar. Select text & click tag buttons to apply tags to notes. Tags include questions, check boxes, and other symbols.

- 17. Outlook Tasks & Meeting Details** – Send notes to Outlook as Outlook Tasks with the “Tasks” toolbar button. Import Outlook meeting details with Insert/Outlook Meeting Details, select the meeting & Insert Details. Other Outlook actions found under Tools/Create Outlook Item for new Appts, Contacts & Tasks.
- 18. Note Tags Summary** - View/ All Tagged Notes to see task pane listing all Note Tags in search range. Search scope includes: This page, this section, entire notebook, today’s notes, yesterday’s notes, etc. List is linked to notes. Options include grouping by tag name, section, title, date and note text.
- 19. Note Tags Summary Page** – In Note Flags Summary task pane select **Tags Summary from the drop-down list**. Besides “Tags Summary”, you can also “Customize my Tags”
- 20. Search** – Edit/Find to search for text. Sidebar menu lists search scope. Task pane lists matches with links to notes.
- 21. Renaming the Page & Changing the Date** – Change the text in the Page Title field in the header, the page tab is updated. To change date stamp on page click date or time & select time & date pickers
- 22. Graphics in the Page Header** – Add graphics by inserting picture, drawing, or pasting images into the page header.
- 23. Moving Pages** – To move page within a section select the page tab at the right, drag sideways until triangle appears, drag & drop the page tab to new position. To move to a new section, right click page tab & select Move Page to: Another Section. Edit/ Move Page To/ Another Section.
- 24. Subpages** – Subpages are pages grouped under a page and share the same Page Header. They are handy for making extra pages rather than a long scrolling single page. Create by clicking on the new subpage tab or right clicking on a page tab and selecting New Subpage. Subpages can be promoted to full pages, Drag & drop a subpage tab left & to a new position to ungroup and make a page. Pages can also be converted, or grouped, by dragging under an existing page tab.
- 25. Page Templates (Stationery)**– Preformatted note page templates including fields and designs. Select with File/New, Page templates.
- 26. Page Setup** - File/Page Setup to set options in task pane including page size, orientation, rule lines, margins, page color, background images and option to save as stationary. Set rule lines in View/Rule Lines. Includes ruled & grid lines.
- 27. Page List** – Show list of pages sorted by section, title, and date. The VIEW menu has various ways to show them.
- 28. Outlining Vertical** – View/ Toolbars/ Outlining to show toolbar. Indenting items in a numbered list applies outline levels. Adjust outline levels with; drag & drop by handle, right click, indent buttons in outline toolbar, or Shift+Alt+Right/Left arrow. Drag & drop to move elements up & down in a list.
- 29. Collapsing, Expanding, Selecting Outlines** – Outlines can be collapsed & expanded by double clicking on outline handle or using Expand and Collapse on the Outline toolbar. Alt+Shift+1, 2, 3, 4, 5 are keyboard shortcuts for showing levels. Outlines can be hidden below selective levels with Edit/ Select/ At :Level 1,2,3 etc.
- 30. Customizing Numbering** – Format/ Numbering to show Numbering task pane. Choose from several formats or select Customize Numbering at bottom of task pane.
- 31. Pasting Outlines into Word** – When a OneNote outline is pasted into Word it picks up outline properties in Word. Word outlines also retain some outlining properties when pasted into OneNote.
- 32. Adjusting Text Containers** – Adjust text container width by dragging double arrows in title bar or adjusting the right side. Tools/ Options/ Display to adjust the shading level of text containers for editing.
- 33. Merging Text Containers** – Dragging text containers near each other will merge their contents into one container. Hold down the ALT key to prevent container merging.
- 34. Pictures & Screen Clipping** - Insert/Picture to insert picture from file or scanner or camera. Insert/Screen Clipping to minimize OneNote and select region of screen to clip image. Clipped image is inserted in OneNote with time stamp. Right click the OneNote icon in task bar to activate screen clipping.

Sharing Notes

- 35. Selecting All** – Edit/ Select: All, Page, or Page Group to select various pages for copying, printing, emailing or saving to web page. Also Ctrl+Shift+A to select a page, then Ctrl+A to select all subpages and Ctrl+A again to select all in a section. Also double click on page tab to select whole page, and click again to select subpages. Ctrl+Click to select individual pages.
- 36. Publishing Web Pages** – Save OneNote pages so users without OneNote can still read them. File/ Publish Pages to save as HTML document viewable in browser.
- 37. Send to Email** – Share notes by emailing in Outlook 2003. File/ E-mail will send notes as HTML content to any recipient and include OneNote file as attachment for OneNote users.
- 38. Send to Word** – Selected note pages can be sent to Word as a word document with File/Send to/ Microsoft Office Word. You can also save directly to Word format with File/ Save As/ Save As Type: Word Document with .DOC. Also copy selected notes or pages and paste into any Office program. Edit/ Copy, then paste to target application.
- 39. Real Time Sharing** – Share your notes with others for viewing or editing in real time. File/ Share with Others, Start A Session, assign a Password and Select Pages to share. Option to send email invitation or connect with a shared address. All participants retain a copy of the shared notes.
- 40. Data from Excel** – Copy & paste spreadsheet range into OneNote. Paste options include; pasting with formatting (editable), pasting as text (editable), and pasting picture (non editable). Formulas are not retained; numbers are displayed in tabular format. .
- 41. Data from Word** – Copy & paste text into OneNote. Paste options include paste with formatting and paste as picture. Continuous numbered lists pick up list formatting in OneNote. Best fidelity is paste as picture though it is non editable.
- 42. Data from PowerPoint** – Individual slides can be copied and pasted into OneNote as images
- 43. Files as Printouts** - To annotate Word, Excel & PowerPoint choose Insert/ Files as Printouts to create Images of pages in OneNote. Resulting Images are not editable but can be annotated.
- 44. Web Content** – Copy & paste or drag & drop content from web page into OneNote. Web content appears with hyperlink to source page.
- 45. Pocket PC and SmartPhone Notes** – OneNote will read notes (.pwi) files of handwritten text, typed text, and drawings from a Pocket PC and import them into a “Copied from Pocket PC Notes” section.
- 46. Audio & Video Recording** – Insert/ Audio and Video Recording to record audio only or audio & video with your notes. Playback is linked to text. Recorded file is stored separate from notes file. Right click OneNote icon in taskbar for quick recording when OneNote is not open.

Important Details

- 47. Password Protection** - Sections with sensitive data may be password protected with File/ Password Protection. Protected sections are colored blue. By default an unlocked section relocks after 10 minutes. Tools/Options/Passwords to set options.
- 48. File Organization** – Each section is a separate OneNote file with a .ONE file extension. Pages are contained in the .ONE section files.
- 49. File Storage** – Files are stored by default in My Notebook in the user’s My Documents folder. If you open a OneNote file from another location a shortcut to this file is created in the My Notebook folder. File location is set in Tools/ Options/ Save.
- 50. Saving Files** – There is no save button in OneNote. Files are automatically saved every 30 seconds and when you exit OneNote. Welcome to the 21st century! File/ Save As or Ctrl+S will force a save.
- 51. Backups** – OneNote backs up all files and files with shortcuts in the My Notebook folder daily by default. Files are located in C:\Documents and Settings\ username\ Local Settings\ Application Data\ Microsoft\ OneNote\ Backup. Backup settings are in Tools/ Options/ Backup.

52. Deleting & UnDeleting – Delete a page or subpage by selecting it and pressing the delete key, or right click & select Delete. To delete a section, right click on the Section Tab and select delete. To recover a deleted section, retrieve it from the Windows Recycle Bin on your desktop. Select the file in the Recycle Bin and click Restore This Item in the task pane.

53. Tools Options – Note the new design of the old tabbed dialog box. Includes settings for Display, Editing, and other options.

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