

K² Technologies Class Blast

June - July 2013

OneNote Basics

Last month I wrote about using OneNote or Evernote to store and organize some of those random ideas. I'm going to back-track a bit this month and give you some of the basics of *how* to use OneNote. Microsoft OneNote 2010 lets you create a convenient digital notebook where you can store all of the information you need for a project, so you can easily manage it and work with others more effectively. Unlike most paper-based systems and productivity programs, OneNote gives you the flexibility to gather up text, pictures, digital handwriting, audio and video, and more. With all your info at your fingertips—whether you're collaborating on a quarterly report, completing an end-of-term project, or simply planning a family picnic—OneNote can help you stay organized and be more productive. Read on for some basics to get you started.

Get the software

You may already have OneNote. OneNote is included in all three editions of Office 2010, as well as in many earlier editions of Office. To find out if you have OneNote, click the Start button, click All Programs, and then click Microsoft Office. If you see Microsoft Office OneNote in the list of Office products, then you have it. If you don't have it, you can purchase it as a standalone program or download a free trial so you can test it before you buy.

Create a OneNote notebook

Click the File tab, and then click New.

Under Store Notebook On, select a place where your notebook will be stored. (You'll need Internet access to store your notebook on the web, and you may need a user ID and password to store your notebook on a network.)

In the Name box, enter a name for your new notebook.

Under Location, type or browse to the location where you want your notebook to be saved. Click Create Notebook.

Add and find information in your notebook

You'll see the name of your newly created notebook displayed vertically along the left side. Notebook sections appear on tabs near the top of the screen, and the pages for each section appear on the right. If you're not familiar with OneNote 2010 or you're used to an earlier version, you can get help getting started and see what's new.

You can start using your notebook immediately. The Home, Insert, Share, Draw, Review, and View menus are similar to those in other Office applications, and you'll use them to enter and format information—such as text, images, tables, and annotations—and to control how you see and share your notebook. You can quickly customize general settings by clicking the File tab and then clicking Options. You can also quickly Share and Send notebooks via the File tab. Using templates can simplify things further, and there are many to choose from.

The information you enter into the notebook is saved automatically, and you can quickly search through all of it and retrieve important notes based on criteria that you specify. Just type the words you're searching for in the search box at the upper right of the notebook, and indicate what you want searched.

With much thanks to Microsoft At Home for the information contained in the article above

July 2013 K² Computer Training Classes

(for full details go to our website at www.k2technologies.net)

MICROSOFT WINDOWS 8 - \$179

July 1 & 2, 2013 1pm – 4pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - \$89.95

July 2, 2013 9am – 12pm

MICROSOFT PROJECT 2010 - \$179

July 3, 2013 9am – 4pm

MICROSOFT EXCEL 2010 INTERMEDIATE - \$179

July 8, 2013 9am – 4pm OR July 29 & 30, 2013 9am – 12pm

MICROSOFT ONENOTE 2010 - \$179

July 9 & 10, 2013 1pm – 4pm

MICROSOFT WORD 2010 FOUNDATION – \$179

July 11 & 12, 2013 9am – 12pm

MICROSOFT POWERPOINT 2010 - \$179

July 11 & 12, 2013 1pm – 4pm

K² FOCUSED SEMINAR: FILE FORENSICS - \$89.95

July 15, 2013 9am – 12pm

MICROSOFT EXCEL 2010 FOUNDATION - \$179

July 15 & 16, 2013 1pm – 4pm OR July 26, 2013 9am – 4pm

QUICKBOOKS PRO 2011 – FOR WINDOWS - \$199

July 17, 2013 9am – 5pm OR July 24 & 25, 2013 1pm – 4:30pm

MS OFFICE BASICS 2010 FOR OUTLOOK AND WORD- \$179

July 18 & 19, 2013 9am – 12pm

MICROSOFT ACCESS 2010 FOUNDATION - \$179

July 18 & 19, 2013 1pm – 4pm

MICROSOFT WINDOWS 7 - \$179

July 22, 2013 9am – 4pm

K² FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS - \$89.95

July 23, 2013 9am – 12pm

K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$79.95

July 23, 2013 1pm – 3pm

MICROSOFT PUBLISHER 2010 - \$179

July 24 & 25, 2013 9am – 12pm

MS OFFICE BASICS 2007 FOR OUTLOOK, EXCEL, AND WORD - \$179

July 29 & 30, 2013 1pm – 4pm

MICROSOFT EXCEL 2010 ADVANCED - \$179

July 31 & August 1, 2013 9am – 12pm

NEW!! OFFICE 2013: WHAT'S NEW? - \$99.00

July 31, 2013 1pm – 4pm

NEW!! K² FOCUSED SEMINAR: THE OFFICE (365) - \$89.95

August 1, 2013 1pm – 4pm

K² FOCUSED SEMINAR: POWERPOINT PLUS - \$99.95

August 2, 2013 9am – 12:30pm

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS - \$89.95

August 2, 2013 1pm – 4pm



400 S. Gillette Ave
STE 100
Gillette, WY 82716

Phone: 307-686-3025
Fax: 307-686-7563
email: info@k2technologies.net

Like our Facebook page for
computer tips and tricks!
[http://www.facebook.com/
K2Technologies.Wyoming](http://www.facebook.com/K2Technologies.Wyoming)

If you're planning on making the
jump to Office 2013 soon, check
out our classes at the end of July
- you'll see all the new features
and get a chance to see them in
action.



Call Karen for more information
on this and to discuss any other
software training needs you
might have. 307-686-3025.

January 2013

See the full detailed schedule online at K² Technologies
www.k2technologies.net

Sun Mon Tue Wed Thu Fri Sat

	Dec 31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Feb 1	