

Microsoft®

# OneNote 2013

Courseware 3259 ISBN 978-1-55332-400-3

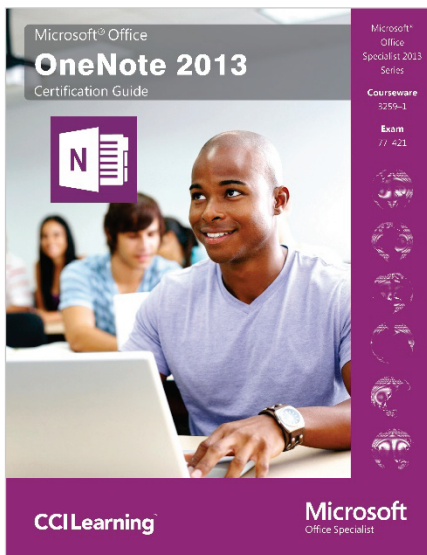
## Course Description

*Microsoft® OneNote 2013* 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 notes for all types of projects. Additionally, you will 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 2013 Exam #77-421.

## Course Objectives

This course book teaches the skills you will need to successfully complete the OneNote 2013 exam. These skill sets are introduced using a fictional company named 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.



About This Courseware	Working with Sections	Searching for Content
Course Description	Creating New Sections	Using Quick Filing
Course Design	Renaming Sections	Configuring Quick Files
Course Objectives	Color Coding Sections	Sharing Outlook Items
Conventions and Graphics	Working with Tables	Sending Pages to Others
<b>Lesson 1: Getting Started</b>	Inserting Tables	Printing Documents into OneNote
Lesson Objectives	Manipulating the Table	Tagging Information
Introducing OneNote	Working with Visual Elements	Adding Tags
Looking at the Screen	Inserting Pictures	Removing Tags
Using the Quick Access Toolbar	Inserting Screen Clippings	Configuring Tag Options
Using the Ribbon	Inserting Audio or Video Files	Using the Tags Summary Page
Managing OneNote Notebooks	Manipulating Visual Elements	Lesson Summary
Personalizing OneNote	Using Drawing Tools	Review Questions
Creating a New Notebook	Configuring Pen Options	<b>Lesson 4: Sharing and Collaborating</b>
Applying Various Page Layouts	Manipulating Shapes	Lesson Objectives
Saving a Notebook	Linking Information	Sharing Notebooks
Opening and Closing Notebooks	Using Linked Notes	Using OneDrive
Using Quick Notes	Changing the Linked Options	Using SharePoint
Lesson Summary	Inserting Files	Using a Network
Review Questions	Lesson Summary	Sharing Content via Email
<b>Lesson 2: Using Notebooks</b>	Review Questions	Collaborating with Others
Lesson Objectives	<b>Lesson 3: Managing Notebooks</b>	Synchronizing Changes
Working with Pages	Lesson Objectives	Finding Notes by Author
Creating Pages	Organizing Notebooks	Viewing Recent Edits
Creating Subpages	Creating Section Groups	Hiding Authors
Manipulating the Pages	Merging Sections	Unsharing a Notebook
Inserting Special Items	Protecting the Section	Lesson Summary
Proofing the Text	Working with Page Templates	Review Questions
Cutting, Copying, or Pasting Items	Using History and Backups	<b>Appendices</b>
Formatting Text	Using Page Versions	Courseware Mapping
	Using the Notebook Recycle Bin	Glossary of Terms
	Backing Up Your Notes	Index