

Microsoft®

OneNote 2013

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

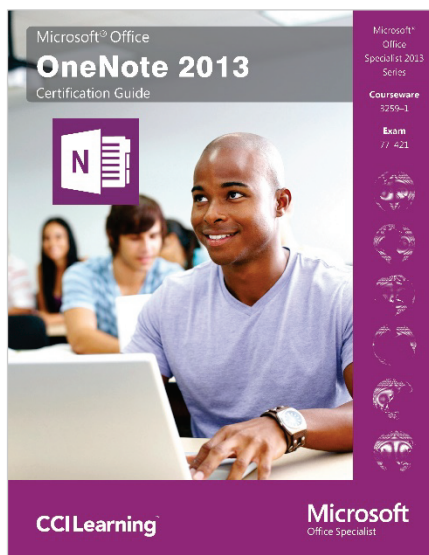
Course Description

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
Course 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
Managing OneNote Notebooks
 Personalizing OneNote
 Creating a New Notebook
 Applying Various Page
 Layouts
 Saving a Notebook
 Opening and Closing
 Notebooks
 Using Quick Notes
Lesson Summary
Review Questions

Lesson 2: Using Notebooks

Lesson Objectives
Working with Pages
 Creating Pages
 Creating Subpages
 Manipulating the Pages
 Inserting Special Items
 Proofing the Text
 Cutting, Copying, or Pasting
 Items
 Formatting Text

Working with Sections
 Creating New Sections
 Renaming Sections
 Color Coding Sections
Working with Tables
 Inserting Tables
 Manipulating the Table
Working with Visual Elements
 Inserting Pictures
 Inserting Screen Clippings
 Inserting Audio or Video Files
 Manipulating Visual Elements
Using Drawing Tools
 Configuring Pen Options
 Manipulating Shapes
Linking Information
 Using Linked Notes
 Changing the Linked Options
 Inserting Files
Lesson Summary
Review Questions

Lesson 3: Managing Notebooks

Lesson Objectives
Organizing Notebooks
 Creating Section Groups
 Merging Sections
 Protecting the Section
 Working with Page Templates
Using History and Backups
 Using Page Versions
 Using the Notebook Recycle
 Bin
 Backing Up Your Notes

Searching for Content
Using Quick Filing
 Configuring Quick Files
 Sharing Outlook Items
 Sending Pages to Others
 Printing Documents into
 OneNote
Tagging Information
 Adding Tags
 Removing Tags
 Configuring Tag Options
 Using the Tags Summary Page
Lesson Summary
Review Questions
Lesson 4: Sharing and Collaborating
Lesson Objectives
Sharing Notebooks
 Using OneDrive
 Using SharePoint
 Using a Network
Sharing Content via Email
Collaborating with Others
 Synchronizing Changes
 Finding Notes by Author
 Viewing Recent Edits
 Hiding Authors
 Unsharing a Notebook
Lesson Summary
Review Questions
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Glossary of Terms
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