



Microsoft® OneNote® 2013

Introduction

Course Description

Course Objective: In this course, you will develop digital note-taking, note-collaboration, and note-synchronizing skills with Microsoft OneNote 2013, which will allow you to create and update notes; manage lists and outlines; search; add content including voice memos, pictures, and video; take notes in online meetings; and interact with other Microsoft software programs.

Target Student: This course is intended for students, educators, business users, and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the 2007 or 2010 edition of the Microsoft Office productivity suite, and who are now incorporating digital note-taking and note collaboration with Microsoft OneNote 2013 into their standard work environment while using a laptop, desktop, tablet, or other mobile device.

Prerequisites: Previous OneNote experience is not required. To ensure your success, we recommend that you have a good understanding of how to use the 2007, 2010, or 2013 edition of the Microsoft Office productivity suite. Specific tasks that the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives

Upon successful completion of this course, students will be able to:

- Explore the structure of a OneNote notebook.
- Add content to and organize a OneNote notebook.
- Manage OneNote notebooks, history, and backups.
- Work with Excel spreadsheets and embedded files.
- Share and collaborate with notebooks.
- Finalize a notebook.

Course Content

Lesson 1: Exploring Notebook Structure

- Navigate the OneNote 2013 Environment
- Use Predesigned Templates for OneNote Notebooks
- Customize the User Interface within OneNote

Lesson 2: Adding Content and Formats to a OneNote Notebook

- Modify Formatting in a Notebook
- Add Audio and Video to a Notebook
- Add Quick Notes and Links
- Use Tags, Symbols, Drawing Tools, and Pen Options

Lesson 3: Managing OneNote Notebooks, History, and Backups

- Save and Export Content and Use Alternate File Types
- Manage Notebook Recycle Bins and Backups
- Modify Rows and Columns

Lesson 4: Working with Excel Spreadsheets and Embedded Files

- Work with Excel Spreadsheets
- Work with Embedded Files

Lesson 5: Sharing and Collaborating with Notebooks

- Send a Notebook and Use Outlook Integration
- Share and Collaborate on Notebooks

Lesson 6: Finalizing a Notebook

- Finalize a Notebook Using Proofing and Print Settings
- Configure Notebook Settings, Properties, and Security
- Organize and Search Notebooks

Appendix A: OneNote 2013 Exam 77-426