

Microsoft OneNote

Modality: Self-Paced Learning

Duration: 2 Hours

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Learn, Master

This course prepares you for the MOS Exam leading to MOS Certification. This course does not include the **Official Exam Voucher**, however, you can request to purchase the Official Exam Voucher separately.

About this course:

Microsoft OneNote is a computer program for free-form information gathering and multi-user collaboration. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network. OneNote has many time management features that can increase productivity, like task lists and scheduling. With voice search and the ability to complete research via the web, OneNote makes organization simple. This course can also be used to prepare for the Microsoft Office Specialist (MOS) Certification exam.

Course Objective:

After completing this course, students will have a working understanding of:

- Navigate the OneNote 2013 Environment
- Use Predesigned Templates for OneNote Notebooks
- Add Audio and Video to a Notebook
- Save and Export Content and Use Alternate File Types
- Work with Embedded Files
- Configure Notebook Settings, Properties, and Security

Audience:

This course is intended for:

- Beginning students who want to explore the capabilities of the OneNote application

Prerequisites:

- There are no prerequisites for this course.

Suggested prerequisites courses:

- None.

Course Outline:

Lesson 1: Exploring Notebook Structure

- Topic A: Navigate the OneNote 2013 Environment
- Topic B: Use Predesigned Templates for OneNote Notebooks
- Topic C: Customize the User Interface within OneNote

Lesson 2: Adding Content and Formats to a OneNote Notebook

- Topic A: Modify Formatting in a Notebook
- Topic B: Add Audio and Video to a Notebook
- Topic C: Add Quick Notes and Links
- Topic D: Use Tags, Symbols, Drawing Tools, and Pen Options

Lesson 3: Managing OneNote Notebooks, History, and Backups

- Topic A: Save and Export Content and Use Alternate File Types
- Topic B: Manage Notebook Recycle Bins and Backups

Lesson 4: Working with Excel Spreadsheets and Embedded Files

- Topic A: Work with Excel Spreadsheets
- Topic B: Work with Embedded Files

Lesson 5: Sharing and Collaborating with Notebooks

- Topic A: Send a Notebook
- Topic B: Share and Collaborate on Notebooks

Lesson 6: Finalizing a Notebook

- Topic A: Finalize a Notebook Using Proofing and Print Settings

- Topic B: Configure Notebook Settings, Properties, and Security
- Topic C: Organize and Search Notebooks

Appendix A: Microsoft OneNote 2013 Exam 77-426