Microsoft OneNote

Modality: On Demand

Duration: 2 Hours

This online training series will prepare you for the Microsoft Office Specialist (MOS) Exam that will lead to Microsoft Office Specialist Certification. This program doesn't incorporate the Official Exam Voucher but you can demand separately to acquire the Official Exam Voucher.

About this course:

MS OneNote is a free form of multi-user collaboration and information gathering computer program. It collects notes from users (typed or handwritten), drawings, audio commentaries, and screen clippings. Notes may be shared over the Internet or through a network with other OneNote users. MS OneNote has several time management tools, such as scheduling, and task lists that can improve productivity. OneNote helps make the company simple with voice search and the ability to execute research over the Web. This online training will also be utilized to prepare for certification examination by Microsoft Office Specialist (MOS).

Course Objective:

· How to Add Video and Audio to a Notebook

· Working with embedded files

· Configuration of Notebook Security, Properties, and Settings

· Navigation of the environment of MS OneNote 2013

· How to export and save content

· How to use alternate file types

· Use MS OneNote Notebooks predesigned templates

Audience:

This course is designed for:

· Beginner students who need to examine OneNote App capabilities

Prerequisites:

· This course does not have the prerequisites

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

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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