

# Microsoft® Office OneNote® 2013

**Course Number:**

091112

**Course Length:**

1 day

## Course Description

**Overview:**

This course is intended to enable the typical student, educator, or business user of a desktop version of Microsoft® Office (2007 or later) to productively use the key components of the Microsoft® Office OneNote® 2013 application on a desktop, laptop, or Microsoft® Windows® 8 tablet device, when working in or away from the primary office or study environment.

OneNote has many features that can improve time management skills, including task lists and scheduling with Microsoft® Outlook®. OneNote also makes it easier to comprehend information by allowing for audio recording and even searching the audio recording for specific spoken words or phrases. Research can be accomplished on the web and links are maintained so you know where you found the information. These are just a few of the note-taking organization features that will be covered in this class.

**Course Objectives:**

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.

You will:

- 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.

## **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.

## **Course Content**

### **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 and Use Outlook Integration

**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**