



Microsoft OneNote 2013

Course ONE-13 1 Day Instructor-led, Hands on

Introduction

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.

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.

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.

This course can also be used to prepare for the Microsoft Office Specialist (MOS) Certification exam.

At Course Completion

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.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



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. The courses Microsoft Windows 8, Level 1, Course No. WIN8-01 is recommended or you should have equivalent knowledge of Windows 8.

Course Outline

Module 1: Exploring Notebook Structure

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

Module 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

Module 3: Managing OneNote Notebooks, History, and Backups

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

Module 4: Working with Excel Spreadsheets and Embedded Files

- Work with Excel Spreadsheets
- Work with Embedded Files

Module 5: Sharing and Collaborating with Notebooks

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

Module 6: Finalizing a Notebook

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

Appendix A: Microsoft OneNote 2013 Exam 77-426

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