

# OneNote 2013

## Course Overview

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This is a 1-day class

The student will learn how to 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.

## Who Should Attend

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 Outline

### 1 Exploring Notebook Structure

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

### 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

### 3 Managing OneNote Notebooks, History, and Backups

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

### 4 Working with Excel Spreadsheets and Embedded Files

Work with Excel Spreadsheets  
Work with Embedded Files

### 5 Sharing and Collaborating with Notebooks

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

### 6 Finalizing a Notebook

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