

OneNote 2013

Course Overview

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

This is a 1-day class