OneNote 2013

Duration: **1 day**

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.

Target Audience:

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.

At Course Completion:

After completing this course, students will be able to:

- Explore the structure of a OneNote notebook
- Add content to and organise a OneNote notebook
- Manage OneNote notebooks, history, and backups
- Work with Excel spreadsheets and embedded files
- Share and collaborate with notebooks
- Finalise a notebook

Lesson 1: Exploring Notebook Structure

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

Lesson 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

Lesson 3: Managing OneNote Notebooks, History and Backups

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

Lesson 4: Working with Excel Spreadsheets and Embedded Files

- Work with Excel Spreadsheets
- Work with Embedded Files

Lesson 5: Sharing and Collaborating with Notebooks

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

Lesson 6: Finalising a Notebook

- Finalise a Notebook Using Proofing and Print Settings
- Configure Notebook Settings, Properties, and Security
- Organise and Search Notebooks