Microsoft® Office OneNote® 2013

Training Course Content

Course Objective: Students develop digital note-taking, note-collaboration, and note-synchronizing skills with Microsoft OneNote 2013, which will allow the student 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.

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.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Exploring Notebook Structure

Topic 1A: Navigate the OneNote 2013
        Environment
Topic 1B: Use Predesigned Templates for
        OneNote Notebooks
Topic 1C: Customize the User Interface within
        OneNote

Lesson 2: Adding Content and Formats to a OneNote Notebook

Topic 2A: Modify Formatting in a Notebook
Topic 2B: Add Audio and Video to a Notebook
Topic 2C: Add Quick Notes and Links
Topic 2D: Use Tags, Symbols, Drawing Tools, and
        Pen Options

Lesson 3: Managing OneNote Notebooks, History, and Backups

Topic 3A: Save and Export Content and Use
        Alternate File Types
Topic 3B: Manage Notebook Recycle Bins and
        Backups

Lesson 4: Working with Excel Spreadsheets and Embedded Files

Topic 4A: Work with Excel Spreadsheets
Topic 4B: Work with Embedded Files

Lesson 5: Sharing and Collaborating with Notebooks

Topic 5A: Send a Notebook and Use Outlook
        Integration
Topic 5B: Share and Collaborate on Notebooks

Lesson 6: Finalizing a Notebook

Topic 6A: Finalize a Notebook Using Proofing
        and Print Settings
Topic 6B: Configure Notebook Settings,
        Properties, and Security
Topic 6C: Organize and Search Notebooks