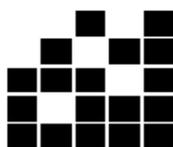


OneNote 2013 Level 1

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| Audience | This course is intended for learners in a variety of roles and fields who are incorporating digital note taking and collaboration with OneNote 2013 into their standard work environment using a laptop, desktop, tablet, or other device. Learners should have competence in the Microsoft Office suite, navigating a basic file structure, and managing files and folders. |
| Description | OneNote is a digital notebook for designed for capturing, storing and sharing information. OneNote integrates with cloud file storage making information searchable on any device, at any time. |
| Objectives | <p>This course introduces digital note taking, collaboration, and synchronizing skills with OneNote 2013. Learners will 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 programs.</p> <p>Upon successful completion of this course, and additional hands-on practice, you should be able to:</p> <ul style="list-style-type: none">■ Understand the structure of a OneNote notebook■ Add content to and organize a notebook■ Manage notebooks, history, and backups■ Work with Excel spreadsheets and embedded files■ Share and collaborate with notebooks■ Finalize a notebook |
| Length | 1 day |

- I. Exploring Notebook Structure**
 - A. Navigating OneNote 2013
 - B. Using templates for OneNote Notebooks
 - C. Customizing the user interface
- II. Adding Content and Formats to a OneNote Notebook**
 - A. Modifying formatting in a Notebook
 - B. Adding audio and video to a Notebook
 - C. Adding Quick Notes and links
 - D. Using tags, symbols, drawing tools and pen options

- III. Managing OneNote Notebooks, History and Backups**
 - A. Saving and exporting content
 - B. Using alternate file types
 - C. Managing Notebook recycle bins and backups
- IV. Working with Excel Spreadsheets and Embedded Files**
 - A. Working with Excel spreadsheets
 - B. Working with embedded files



- V. Sharing and Collaborating with Notebooks**
 - A. Sending a Notebook and using Outlook integration
 - B. Sharing and collaborating on Notebooks

- VI. Finalizing a Notebook**
 - A. Finalizing a Notebook using proofing and print settings
 - B. Configuring Notebook settings, properties, and security
 - C. Organizing and searching Notebooks