

Microsoft® Office OneNote® 2013 [Exam 77-426]

Course Specifications

Course Number: ELK91-112_rev1.0

Course length: 1.0 day(s)

Course Description

This course is intended to enable the typical student, educator, or business user of a desktop version of Microsoft® Office (2007 or later) to productively 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.

OneNote has many features that can improve time management skills, including task lists and scheduling with Microsoft® Outlook®. OneNote also makes it easier to comprehend information by allowing for audio recording and even searching the audio recording for specific spoken words or phrases. Research can be accomplished on the web and links are maintained so you know where you found the information. These are just a few of the note-taking organization features that will be covered in this class.

This course can also be used to prepare for the Microsoft Office Specialist (MOS) Certification exam.

Course Objective: In this course, you will develop digital note-taking, note-collaboration, and note-synchronizing skills with Microsoft OneNote 2013, which will allow you 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.

You will:

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

Target Student: 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.

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. The courses Using Microsoft® Windows® 8 or Microsoft® Windows® 8 Transition from Windows® 7 are recommended or you should have equivalent knowledge of Windows 8.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- 3.5 GB of free hard disk space available for Office 2013 installation
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor
- Network cards and cabling for local network access
- Hardware to enable sound to be played, including a sound card and possibly external speakers
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Windows® 8
- Microsoft® Office Professional Edition 2013
- Adobe® Reader® XI

Course Content

Lesson 1: Exploring Notebook Structure

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

Lesson 2: Adding Content and Formats to a OneNote Notebook

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

Lesson 3: Managing OneNote Notebooks, History, and Backups

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

Lesson 4: Working with Excel Spreadsheets and Embedded Files

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

Lesson 5: Sharing and Collaborating with Notebooks

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

Course Outline

Lesson 6: Finalizing a Notebook

Topic A: Finalize a Notebook Using Proofing and Print Settings

Topic B: Configure Notebook Settings, Properties, and Security

Topic C: Organize and Search Notebooks

Appendix A: Microsoft OneNote 2013 Exam 77-426