

## MICROSOFT ONENOTE 2013 ADVANCED

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MS OneNote  
2013 Advanced



**COURSE LENGTH: 1.0 DAYS**

OneNote 2013 is a powerful digital notebook for capturing, storing and sharing information of various kinds. It is fully integrated with the cloud so that you can easily access your files from anywhere around the world on almost any mobile device, tablet or browser. OneNote 2013 Advanced Training Course guides you through every advanced feature of OneNote 2013 with the help of graphics and engaging teaching tools to help you gain mastery over it quickly.

This highly valuable and dynamic training course is now available throughout Malaysia including Kuala Lumpur.

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## MICROSOFT ONENOTE 2013 ADVANCED COURSE OUTLINE

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### FOREWORD

During this training course, participants will receive a deep knowledge of how to use each advanced feature of OneNote 2013, including reviewing the calculator capabilities, working with equations, converting Ink to Math, sorting table contents, and setting proofing language. The course is designed for easy understanding and deep retention of information.

After participating in this short and highly engaging training course, participants will develop the skills to use OneNote 2013 effortlessly to conduct various functions, including syncing notes across computers and devices, saving and sharing files in the cloud, drawing or handwriting notes, collaborating, and embedding Excel spreadsheets and Visio diagrams.

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### OUTCOMES

**After completing this course, participants will have learned to:**

- ▶ Work with notebooks
  - ▶ Use OneNote backups
  - ▶ Use the Migration Tool
  - ▶ Set OneNote options
  - ▶ Apply different styles
  - ▶ Use embedded Visio diagrams
  - ▶ Resize, move, arrange and rotate objects
  - ▶ Record audio and video
  - ▶ Work with playback settings
  - ▶ Work with tables
  - ▶ Work with equations
  - ▶ Work with Excel spreadsheets
  - ▶ Research a topic
  - ▶ Disable and re-enable linked notes
  - ▶ Perform advanced review tasks
  - ▶ Password protect your Notebook
  - ▶ Share Notebooks with other computers and other authors
  - ▶ Collaborate
  - ▶ Use advanced sharing options
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### MODULES

#### Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

#### Lesson 2: Working with Notebooks

- ▶ What You Need to Know About the New File Format
- ▶ Using the Notebook Migration Tool
- ▶ Password Protecting Your Notebook
- ▶ Using OneNote Backups
- ▶ Lesson Two: Review Questions

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### Lesson 3: Using Additional Notebooks

- ▶ Creating a New Notebook
- ▶ Opening Notebooks
- ▶ Working with Notebook Information and Settings
- ▶ Setting OneNote Options
- ▶ Lesson Three: Review Questions

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### Lesson 5: Working with Audio and Video

- ▶ Applying Styles
- ▶ Recording Audio
- ▶ Recording Video
- ▶ Working with Playback Settings
- ▶ Lesson Five: Review Questions

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### Lesson 7: Working with Equations and Excel Spreadsheets

- ▶ Working with Equations
- ▶ Understand the Calculator Capabilities
- ▶ Inserting an Excel Spreadsheet
- ▶ Converting a Table to an Excel Spreadsheet
- ▶ Converting Ink to Math
- ▶ Lesson Five: Review Questions

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### Lesson 9: Advanced Review Tasks

- ▶ Translating Words or Phrases
- ▶ Using the Mini Translator
- ▶ Setting Translation and Proofing Languages
- ▶ Password Protecting a Section
- ▶ Lesson Nine: Review Questions

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### Lesson 11: Advanced Sharing Options

- ▶ Exporting Your Notes
- ▶ Sending Your Notes
- ▶ Lesson Eleven: Review Questions

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### Lesson 4: Formatting and Editing Your Notes

- ▶ Applying Styles
- ▶ Using the Page Setup Group
- ▶ Using Snap to Grid
- ▶ About Using Embedded Visio Diagrams
- ▶ Resizing and Moving Objects
- ▶ Arranging and Rotating Objects
- ▶ Lesson Four: Review Questions

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### Lesson 6: Working with Tables

- ▶ Selecting Rows and Columns
- ▶ Inserting Rows and Columns
- ▶ Deleting Rows and Columns
- ▶ Using Borders and Shading
- ▶ Adjusting Table Alignment
- ▶ Sorting Table Contents
- ▶ Lesson Six: Review Questions

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### Lesson 8: Researching a Topic

- ▶ Using the Research Task Pane
- ▶ Make Text in Pictures Searchable
- ▶ Starting and Finishing a Linked Notes Session
- ▶ View or Remove Linked Notes
- ▶ Disable and Re-enable Linked Notes
- ▶ Lesson Eight: Review Questions

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### Lesson 10: Collaborating

- ▶ Sharing Notebooks with Other Computers and Other Authors
- ▶ Understanding Notebook Synchronisation Status
- ▶ Find By Author
- ▶ Taking Meeting Notes
- ▶ Lesson Ten: Review Questions

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)