# MICROSOFT ONENOTE 2013 ESSENTIALS

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**COURSE LENGTH: 1.0 DAYS**

OneNote 2013 has powerful features to assist you with keeping important information in one place, such as adding audio, video, files, links and handwritten notes. OneNote 2013 also has an improved user interface with a range of prevailing tools to help you manage your data through Skydrive – and better information leads to better decision making!

After the course, you will know ways to increase the quality of your notes with exciting and powerful note-taking features, learn all of the basics of creating and working with notebooks that are required to get up and running taking notes, become an expert at adding, re-arranging, and deleting pages and sections, learn different ways to add and format text, including typing and handwriting options and more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Access 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

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# MICROSOFT ONENOTE 2013 ESSENTIALS COURSE OUTLINE

## FOREWORD

In this OneNote 2013 Essentials course, participants will discover the benefits of taking, storing, and sharing notes electronically without losing the benefits of handwritten notes. This course will teach features to improve your note-taking, whether it be for meeting notes, remembering important information, or for research purposes. Powerful features to assist in keeping related information in one place, such as adding audio, video, files, links and handwritten notes, will be taught in this one-day workshop.

OneNote 2013 allows you to track appointments, take meeting notes, record research, and keep to-do items all in one place. With Office 2013 you are provided a new landing screen which makes launching and creating documents easier than previous versions of OneNote. OneNote 2013 also has an improved user interface with an array of powerful tools to help you manage your data through Skydrive – and better information leads to better decision making!

## OUTCOMES

**In this course, participants will:**

- Discover ways to increase the quality of their notes with exciting and powerful note-taking features
- Learn all of the basics of creating and working with Notebooks that are required to get up and running taking Notes
- Become an expert at adding, re-arranging, and deleting pages and sections
- Learn different ways to add and format text, including typing and handwriting options
- Gain the ability to store all related information in one place by inserting audio, video, links, and attached files
- Increase productivity by quickly finding information with tagged notes
- Gain knowledge of how to add sketches to notes with drawing options and related formatting capabilities
- Discover advanced techniques, such as time-stamping, password-protecting and backing up notes

## MODULES

### Lesson 1: The Basics

- Getting Started
- Signing In

### Lesson 2: Your First Notebook

- Creating a Notebook
- Creating Pages and Subpages

- Opening Notebooks
- About the Notification Icon
- Using the Page Tabs
- Lesson 1: Review Questions

- Working with Pages and Subpages
- Working with Containers
- Entering and Deleting Text
- Checking Your Spelling
- Lesson Two: Review Questions

## Lesson 3: Formatting Text

- Changing the Font Face, Size, and Color
- Highlighting Text
- Applying Text Effects
- Applying Styles
- Using the Format Painter
- Clearing Formatting
- Lesson Three: Review Questions

## Lesson 4: Using the Send To OneNote Tool

- Showing and Hiding the Send To OneNote Tool
- Creating a Screen Clipping
- Sending Information to OneNote
- Creating a Quick Note
- Lesson Four: Review Questions

## Lesson 5: Using Basic Note Tools

- Creating Lists
- Inserting Tables
- Inserting Pictures
- Creating Links
- Inserting Files
- Lesson Five: Review Questions

## Lesson 6: Using Advanced Note Tools

- Using the Calculator
- Adding Outlook Meetings and Tasks
- Adding Audio and Video Clips
- Drawing Objects
- Using Page Templates
- Lesson Six: Review Questions

## Lesson 7: Using Editing Tools

- Using Cut, Copy, and Paste
- Dragging and Dropping Text
- Using Undo and Redo
- Using Search
- Lesson Seven: Review Questions

## Lesson 8: Using Tags

- Applying Tags
- Creating Tags
- Removing Tags
- Searching for Tags
- Lesson Eight: Review Questions

## Lesson 9: Using Quick Notes and Docked Notes

- Creating a Quick Note
- Managing Quick Notes
- Docking and Undocking a Window
- Using Linked Note Taking
- Lesson Nine: Review Questions

## Lesson 10: Sharing Your Notebook

- Creating Shared Notebooks
- Sending Invitations
- Using Shared Notebooks
- Stopping Sharing
- Lesson Ten: Review Questions

## Lesson 11: Saving and Printing Your Notebook

- Saving Your Notebook as PDF or XPS
- E-mailing Your Notebook
- Exporting Your Notebook
- Printing Your Notebook
- Lesson Eleven: Review Questions

## Lesson 12: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes
- Lesson Twelve: Review Questions

## WEB LINKS

- View this course online
- In-house Training Instant Quote