

## MICROSOFT ONENOTE 2013 ESSENTIALS TRAINING

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Microsoft OneNote  
2013 Essentials



**COURSE LENGTH: 1.0 DAYS**

The Microsoft OneNote 2013 Essentials Training course teaches you how to use the powerful features of OneNote 2013, the multiple-user collaboration application for gathering and sharing information.

This one-day workshop teaches the following: understanding OneNote 2013 features and interface, adding, re-arranging, and deleting pages and sections, customizing tags, adding files and images, using the templates pane and navigation bar, reviewing and sharing notes with users in other devices and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT ONENOTE 2013 ESSENTIALS TRAINING COURSE OUTLINE

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### FOREWORD

During this training course, participants learn all the basic functions and features of OneNote 2013 that allows them to create exquisite notes, store them, and share them with others and on other devices. The course uses screenshots, graphics and teaching tools to help faster learning and better retention.

After participating in this short course, participants develop important skills in using OneNote 2013 to help them effortlessly conduct essential tasks such as working with page versions, using drag and drop, customizing tags, creating a new Quick Note, viewing recent edits, and working with Outlook tasks.

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### OUTCOMES

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

- ▶ Open and close NoteBook
  - ▶ Understand the interface
  - ▶ Save NoteBooks
  - ▶ Type text and titles
  - ▶ Format text
  - ▶ Add sections and section groups
  - ▶ Add pages and create sub-groups
  - ▶ Use the templates pane
  - ▶ Use the navigation bar
  - ▶ Work with page versions
  - ▶ Customize tags
  - ▶ Take a screen clipping
  - ▶ Use instant search
  - ▶ Insert a table
  - ▶ Add a file
  - ▶ Add images
  - ▶ Insert links
  - ▶ Use the calculator
  - ▶ Draw in OneNote
  - ▶ Review and share notes
  - ▶ Timestamp items
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### MODULES

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### Lesson 1: The Basics

- ▶ Getting Started
- ▶ Signing In
- ▶ Opening Notebooks
- ▶ About the Notification Icon
- ▶ Using the Page Tabs
- ▶ Lesson 1: Review Questions

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### 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

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### Lesson 5: Using Basic Note Tools

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

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### Lesson 7: Using Editing Tools

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

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### 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

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### 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

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### Lesson 2: Your First Notebook

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

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### 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

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### 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

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### Lesson 8: Using Tags

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

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### Lesson 10: Sharing Your Notebook

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

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### 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

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## WEB LINKS

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