



INFOCUS COURSEWARE

Microsoft OneNote 2013



Product Code: INF1344

ISBN: 978-1-925179-38-5

❖ General Description

The skills acquired by working through this publication will enable you to effectively use **Microsoft OneNote 2013** to research, capture, organise and share information.

❖ Learning Outcomes

At the completion of this course you should be able to:

- start **OneNote** and open and navigate notebooks
- create a new simple notebook
- work with sections and pages in a notebook
- add various forms of content to a notebook
- gain an understanding of working with linked notes
- create and use **Quick Notes**
- apply formatting to note text
- work with note containers
- create and work with an outline
- work with tables
- use the drawing tools to create basic drawings
- create and work with tags
- search in notebooks
- create and work with a custom template
- apply page formatting
- print and export notebooks
- work with the security features in **OneNote**
- share and work on shared notebooks
- work with the **Outlook** integration features in **OneNote**

❖ Prerequisites

Microsoft OneNote 2013 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

127 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Product Information



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Contents

Getting to Know OneNote 2013

- What Is OneNote?
- What Can You Do With OneNote?
- Starting OneNote From The Desktop
- The OneNote 2013 Screen
- Understanding Backstage View
- Opening A Notebook
- Showing And Collapsing The Ribbon
- Using The Ribbon
- Navigating With The Notebooks Pane
- Working With The Notebooks Pane
- Understanding OneNote Views
- Changing The View
- Closing A Notebook
- Exiting OneNote

Your First Notebook

- Understanding OneNote Files
- Creating A New Notebook
- Typing A Note
- Creating Pages
- Creating Subpages
- Creating Sections
- Creating Section Groups

Sections and Pages

- Renaming Sections And Pages
- Working With Page Groups
- Moving Sections And Pages
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- Using The OneNote Recycle Bin
- Deleting Unwanted Notebooks

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- Inserting Screen Clippings Into The Current Page
- Inserting Screen Clippings With Send To OneNote
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- Attaching Files
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- Linking To Other Pages
- Linking To A Web Page

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- Starting A Linked Notes Session
- Ending A Linked Notes Session
- Starting Linked Notes From Word Or PowerPoint
- Starting Linked Notes From Internet Explorer
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- Disabling And Re-Enabling Linked Notes
- Using The Research Pane

Using Quick Notes

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- Creating A Quick Note
- Keeping A Quick Note Visible
- Reviewing Your Quick Notes
- Moving Quick Notes To Existing Notes

Formatting Notes

- Formatting Text
- Using Bulleted And Numbered Lists
- Checking The Spelling
- Applying Styles To Text
- Adding Paragraph Spacing

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- Resizing A Note Container
- Merging The Contents Of Note Containers
- Moving A Note Container

Outlining

- Creating An Outline
- Selecting Levels In An Outline
- Collapsing And Expanding Details
- Moving Content In An Outline

Working With Tables

- Inserting A Table
- Adding Content To A Table
- Selecting Content In A Table
- Inserting Rows And Columns
- Deleting Rows And Columns
- Formatting A Table

Using the Drawing Tools

- Understanding Pen Mode
- Inserting Shapes
- Drawing With The Pen Tool
- Selecting Shapes
- Modifying Drawings
- Converting Ink To Text
- Creating A Favourite Pen

Tagging Notes

- Tagging Content
- Creating Custom Tags
- Modifying Tags
- Removing Tags From Notes
- Finding Tagged Notes

Searching Notebooks

- Searching The Current Page
- Using Quick Search
- Using The Search Results Task Pane
- Turning On Search And Text Recognition

Templates

- Understanding OneNote Templates
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- Creating A Custom Template
- Setting A Default Template
- Deleting A Custom Template

Formatting Pages

- Specifying Paper Size
- Changing Print Margins
- Setting Page Colours And Rule Lines
- Adding A Background Picture

Printing and Exporting Notebooks

- Understanding The Print Dialog Box
- Printing With The Print Dialog Box
- Printing From Print Preview
- Exporting OneNote Content
- Exporting Content As A Word File
- Exporting Content As A PDF Or XPS File
- Exporting Content As A Web Page
- Sending Pages In Different Formats

Security Features

- Locking A Section With A Password



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- Locking All Protected Sections
- Unlocking A Protected Section
- Removing A Password
- Setting Password Protection Options
- Setting Backup Options

Sharing Notebooks

- Understanding Sharing Notebooks On OneDrive
- Creating A New Shared Notebook
- Sharing An Existing Notebook
- Inviting Others To Share Your Notebook
- Opening A Shared Notebook
- Viewing New Or Changed Content
- Searching Shared Notebooks By Author
- Viewing Page Versions
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- Changing Permissions And Removing Users
- Using Sharing Links
- Accessing Shared Notebooks On The Web

Integrating With Outlook

- Emailing OneNote Pages
- Sending Email Messages To OneNote
- Inserting An Outlook Meeting Into A Note
- Creating An Outlook Task From A Note
- Sharing A Meeting With Others



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