Microsoft One Note
Course Outline

Exploring Notebook Structure
Navigate the OneNote 2013 Environment
Use Predesigned Templates for OneNote Notebooks
Customize the User Interface within OneNote

Adding Content and Formats to a OneNote Notebook
Modify Formatting in a Notebook
Add Audio and Video to a Notebook
Add Quick Notes and Links
Use Tags, Symbols, Drawing Tools, and Pen Options

Managing OneNote Notebooks, History, and Backups
Save and Export Content and Use Alternate File Types
Manage Notebook Recycle Bins and Backups

Working with Excel Spreadsheets and Embedded Files
Work with Excel Spreadsheets
Work with Embedded Files

Sharing and Collaborating with Notebooks
Send a Notebook
Share and Collaborate on Notebooks

Finalizing a Notebook
Finalize a Notebook Using Proofing and Print Settings
Configure Notebook Settings, Properties, and Security
Organize and Search Notebooks

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