

One Note 2010

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam. The higher the percentage, the more questions you are likely to see on that content area on the exam.

The information after "This objective may include but is not limited to" is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here.

Managing the OneNote Environment

- Manage Page Layout.
 - This objective may include, but is not limited to: Combine containers, Collapse and expand paragraphs, Set an image as a background, Save current page as template
- Configure OneNote Notebook Backstage.
 - This objective may include, but is not limited to: Configure Notebook settings and properties, Pin recently opened notebook to list
- Create New OneNote Notebook.
 - This objective may include, but is not limited to: Create a new notebook on SkyDrive, Create a new notebook on a network, Create a new notebook on My Computer
- Personalize OneNote.
 - This objective may include, but is not limited to: Default font and size, Display settings, Proofing settings, Language settings, Research and translation options
- Personalize Page Setup.
 - This objective may include, but is not limited to: Page color, Rule lines, Grid lines, Page title, Paper size, Full page view, Dock to desktop

Sharing and Collaborating

- Share OneNote Notebooks.
 - This objective may include, but is not limited to: Share notebook on: SkyDrive, SharePoint document library, Network drive
- Share OneNote Content via E-mail.
 - This objective may include, but is not limited to: E-mail others about the notebook and configure e-mail options, Invite others to view a notebook, E-mail page in shareable formats
- Collaborate in OneNote.
 - This objective may include, but is not limited to: Mark coauthors edits as read, View recent edits, Find notes by author, Hide author initials

Organizing and Finding Notes

- Use OneNote Notebook Organization Tools.
 - This objective may include, but is not limited to: Merge sections, Create new section group, Color code notebooks and sections, Protect with password, Group and collapse sub pages, Use Side Notes
- Search OneNote.
 - This objective may include, but is not limited to: Search for content across Notebooks, Sections or Pages, Display search results pane
- Use History and Backups in OneNote.

- This objective may include, but is not limited to: Page versions, Notebook recycle bin, Open backup notebook
- Save Notebook As
 - This objective may include, but is not limited to: Save current page, Save as alternate file types
- Use Quick Filing.
 - This objective may include, but is not limited to: Send to E-mail messages, Meetings notes, Contact notes, Tasks, Web pages, Screenshots, Print to OneNote
- Use and Manage Tags.
 - This objective may include, but is not limited to: Apply tags to paragraphs, Create new tags, Modify existing tags, Create Tag Summary page, Configure tag options, Find tags

Editing and Linking Content in OneNote

- Use Links and Linked Notes.
 - This objective may include, but is not limited to: Link to other OneNote pages; Link notes to Pages, Sections, Notebooks, Wikilinks; Create new Docked Window or Side Note; Link notes to other applications such as Microsoft Office Word 2010 documents, Microsoft Office PowerPoint 2010 presentations and Internet Explorer web pages
- Insert Files.
 - This objective may include, but is not limited to: Insert link to files, Embed file, File print (Print to OneNote)
- Edit Text in OneNote.
 - This objective may include, but is not limited to: Format painter, Styles, Paste options, Clear formatting, Tables, Research
- Insert and Modify Visual Elements.
 - This objective may include, but is not limited to: Images, Symbols, Drawing tools, Pen options