OneNote 2013

Candidates for the Microsoft OneNote 2013 exam should have a fundamental understanding of the OneNote environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principle features of OneNote 2013.

Candidates should be able to create, edit, and share notebooks for a variety of purposes and situations. They use OneNote as a digital notebook to facilitate their work and to integrate with other Office 2013 applications. Candidates work with the features of OneNote 2013 to organize and collaborate effectively. Notebook examples include class notes, minutes from meetings, event planning, and to-do lists. Candidate roles might include students, instructors, administrative assistants, company teams, project managers, and others.

Objective Domain: MOS OneNote 2013

1.0 Manage the OneNote Environment

- **1.1 Manage Page Layout**
  This objective may include, but is not limited to: combining and rearranging containers, collapsing and expanding paragraphs and lists, inserting background images, working with templates, setting Page layout options
- **1.2 Configure OneNote Backstage**
  This objective may include, but is not limited to: configuring Notebook settings and properties, pinning notebooks to lists
- **1.3 Create a OneNote Notebook**
  This objective may include, but is not limited to: creating new notebooks, creating notebooks on SkyDrive, creating notebooks on a network, creating local notebooks
- **1.4 Personalize OneNote**
  This objective may include, but is not limited to: setting default fonts and sizes, changing display settings, managing Proofing and Language settings, setting Research and Translation options, setting Page format options, customizing workspaces, customizing the Ribbon, expanding/collapsing panels

2.0 Share and Collaborate with Other Users

- **2.1 Share OneNote Notebooks**
  This objective may include, but is not limited to: sharing notebooks on SkyDrive, sharing notebooks on SharePoint, sharing notebooks on a network, synchronizing shared notebooks across devices
- **2.2 Share OneNote Content via E-mail**
  This objective may include, but is not limited to: sending notebooks via e-mail, configuring OneNote e-mail options, inviting others to view notebooks, sending pages via e-mail in shareable formats, sending to a Blog
- **2.3 Collaborate with other users in OneNote**
  This objective may include, but is not limited to: marking coauthors edits as read, viewing recent edits, finding notes by author, hiding author initials, marking notes as read or unread

3.0 Organize and Find Notes

- **3.1 Organize Notebooks**

  This objective may include, but is not limited to: merging sections, creating new section groups, using color to group notebooks and sections, protecting with passwords, grouping and displaying sub-pages, using Quick Notes, adding new pages

- **3.2 Search for Content in OneNote**

  This objective may include, but is not limited to: searching for content across notebooks, sections, and pages, displaying search results panes, searching indexed recordings

- **3.3 Save and Manage OneNote History and Backups**

  This objective may include, but is not limited to: managing page versions, managing notebook recycle bins, managing backups, saving notebooks, saving current pages, saving pages as alternate file types, converting for backwards compatibility

- **3.4 Configure Quick Filing**

  This objective may include, but is not limited to: sending e-mail messages, inserting notes from Outlook (messages, meetings, contacts, and tasks), inserting Web pages, inserting screenshots, printing to OneNote, inserting media, setting default locations

- **3.5 Create and Manage Tags**

  This objective may include, but is not limited to: applying tags, creating new tags, modifying existing tags, creating Tag Summary pages, configuring tag options, finding tags

4.0 Edit and Link Content in OneNote

- **4.1 Apply Links and Linked Notes**

  This objective may include, but is not limited to: linking Quick Notes to pages, sections, notebooks, and wikilinks, creating new docked windows, linking Quick Notes to web browsers, linking Quick Notes to Microsoft Office applications, copying links

- **4.2 Insert Files in OneNote**

  This objective may include, but is not limited to: inserting links to files, embedding files, embedding a spreadsheet or Visio document

- **4.3 Edit Text in OneNote**

  This objective may include, but is not limited to: using the Format Painter, using styles, managing paste options, using format options, inserting tables

- **4.4 Insert and Modify Visual Elements**

  This objective may include, but is not limited to: inserting images, inserting symbols, working with the drawing tools, managing the pen options