77-421

MOS OneNote 2013

Objective Domain

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