



Office Productivity Training

Helping your employees work smarter, not harder

Microsoft One Note

Module 1

- Navigate the OneNote 2013 Environment
- Use Predesigned Templates for OneNote Notebooks
- Customize the User Interface within OneNote

Module 2

- 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

Module 3

- Save and Export Content and Use Alternate File Types
- Manage Notebook Recycle Bins and Backups

Module 4

- Work with Excel Spreadsheets
- Work with Embedded Files

Module 5

- Send a Notebook and Use Outlook Integration
- Share and Collaborate on Notebooks

Module 6

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