

Objective Domains: 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