Exam 77-421

Microsoft OneNote 2013

[Manage the OneNote environment (25–30%)](#)
- Manage page layout
  - Combine and rearrange containers, collapse and expand paragraphs and lists, insert background images, work with templates, set page layout options
- Configure OneNote Backstage
  - Configure notebook settings and properties, pin notebooks to lists
- Create a OneNote notebook
  - Create new notebooks, create notebooks on OneDrive, create notebooks on a network, create local notebooks
- Personalize OneNote
  - Set default fonts and sizes, change display settings, manage proofing and language settings, set research and translation options, set page format options, customize workspaces, customize the ribbon, expand/collapse panels

[Share and collaborate with other users (15–20%)](#)
- Share OneNote notebooks
  - Share notebooks on OneDrive, share notebooks on SharePoint, share notebooks on a network, synchronize shared notebooks across devices
- Share OneNote content via email
  - Send notebooks via email, configure OneNote email options, invite others to view notebooks, send pages via email in shareable formats, send to a blog
- Collaborate with other users in OneNote
  - Mark coauthor edits as read, view recent edits, find notes by author, hide author initials, mark notes as read or unread

[Organize and find notes (20–25%)](#)
- Organize notebooks
  - Merge sections, create new section groups, use color to group notebooks and sections, protect with passwords, group and display sub-pages, use Quick Notes, add new pages
- Search for content in OneNote
  - Search for content across notebooks, sections, and pages; display search results panes, search indexed recordings
- Save and manage OneNote history and backups
  - Manage page versions, manage notebook recycle bins, manage backups, save notebooks, save current pages, save pages as alternate file types, convert for backward compatibility
- Configure Quick Filing
  - Send email messages, insert notes from Outlook (messages, meetings, contacts, and tasks), insert webpages, insert screenshots, print to OneNote, insert media, set default locations
- Create and manage tags

- Apply tags, create new tags, modify existing tags, create tag summary pages, configure tag options, find tags

Edit and link content in OneNote (25–30%)

- Apply links and linked notes
  - Link Quick Notes to pages, sections, notebooks, and wiki links; create new docked windows; link Quick Notes to web browsers; link Quick Notes to Office applications; copy links
- Insert files in OneNote
  - Insert links to files, embed files, embed a spreadsheet or Visio document
- Edit text in OneNote
  - Use the Format Painter, use styles, manage paste options, use format options, insert tables
- Insert and modify visual elements
  - Insert images, insert symbols, work with the drawing tools, manage the pen options