

Ref : EB53-110

# OneNote 2013

Organise and share your ideas using digital notes

## Aim

Discover this application included in the Microsoft® Office 2013 suite which makes it possible to create and share your notes with your colleagues. Using a notebook or along with the other Office applications, you will be able to sort your ideas, share them in other formats, insert elements...

### Target audience

Any users wishing to organise and share their notes using the OneNote 2013 application.

### Level required

Good knowledge of the Windows 7 or Windows 8 interface.

### Estimated time to complete the essential modules

01h 15min

## Course content

### ► The essential modules

#### OneNote 2013 – Create and share notes



Video

This module includes a video made up of 9 sequences.

- Discovering OneNote 2013
- Managing notebooks
- Creating a notebook on OneDrive and sharing it
- Managing sections and pages
- Creating notes
- Managing notes
- Finding a note
- Inserting items into a note
- Applying techniques : using OneNote with Office applications