Microsoft® Office

Specialist

Microsoft®

MOS Study Guide

2010

John Pierce

For Microsoft®

OneNote

PUBLISHED BY
Microsoft Press
A Division of Microsoft Corporation
One Microsoft Way
Redmond, Washington 98052-6399

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Library of Congress Control Number: 2011942373
ISBN: 978-0-7356-6482-1

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Editorial Production: Waypoint Press
Cover: Jelvetica

Contents

Taking a Microsoft Office Specialist Exam vii
  Microsoft Office Specialist Certification vii
  Selecting a Certification Path vii
  Test-Taking Tips viii
  Certification Benefits. ix
  For More Information x
Using This Book to Study for a Certification Exam x
  Features and Conventions of This Book. xi
Using the Book's Companion Content xii
  Exam 77-853: Microsoft OneNote 2010 Specialist. xii
Modifying the Display of the Ribbon xiii
Getting Support and Giving Feedback xv
  Errata xv
  Getting Help with Microsoft OneNote 2010. xv
  We Want to Hear from You xvi
  Stay in Touch xvi

Exam 77-853 **Microsoft OneNote 2010 Specialist**
  What You Need to Know 1

1 Managing the OneNote Environment 5
  1.1 Manage Page Layout. 5
    Combining Containers 6
    Collapsing and Expanding Paragraphs. 7
    Setting an Image as a Background. 8
    Saving the Current Page as a Template 10

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1.2 Configure Backstage View in OneNote 12
Configuring Notebook Settings and Properties 12
Pinning Recently Opened Notebooks 15
1.3 Create OneNote Notebooks 16
Creating a Notebook on Windows Live SkyDrive 16
Creating a Notebook on a Network 18
Creating a Notebook on Your Computer 18
1.4 Personalize OneNote 19
Working in the OneNote Options Dialog Box 20
Configuring Research and Translation Options 24
1.5 Personalize Page Setup 26
Setting Page Properties 26
Docking the OneNote Window and Managing OneNote Views 28
Objective Review 31

2 Sharing and Collaborating 33
2.1 Share OneNote Notebooks 33
Sharing Notebooks on Windows Live SkyDrive 35
Sharing Notebooks on a SharePoint Site 36
Sharing Notebooks on a Network Drive 37
Synchronizing Shared Notebooks 38
2.2 Share OneNote Content via E-Mail 40
E-Mailing Others About the Notebook 40
Inviting Others to View a Notebook 41
E-Mailing Pages in Shareable Formats 42
Configuring E-Mail Options in OneNote 45
2.3 Collaborate in OneNote 47
Marking Coauthor Edits as Read or Unread 48
Viewing Recent Edits 49
Finding Notes by Author 50
Hiding Author Initials 51
Objective Review 53

3 Organizing and Finding Notes 55
3.1 Use OneNote Notebook Organizational Tools 55
Merging Sections 56
Creating a Section Group 57

Color-Coding Notebooks and Sections 58
Protecting Sections with a Password 60
Grouping and Collapsing Subpages 63
Using Side Notes 64
3.2 Search OneNote 66
Searching Notebooks, Sections, and Pages 66
Displaying the Search Results Pane 68
3.3 Use History and Backups in OneNote 70
Working with Page Versions 70
Using the Notebook Recycle Bin 72
Opening Backup Notebooks 72
3.4 Use the Save As Command 74
Saving the Current Page 74
Saving Notebooks in Different File Formats 76
3.5 Use Quick Filing 79
Sending Outlook Items to OneNote 79
Sending Web Pages, Screen Clippings, and Printouts to OneNote 81
Setting Send-To Options 83
3.6 Use and Manage Tags 84
Applying Tags to Paragraphs 85
Creating Custom Tags 86
Modifying Tags 87
Finding Tags 88
Creating a Tag Summary Page 89
Configuring Tag Options 90
Objective Review 91

4 Editing and Linking Content in OneNote 93

4.1 Use Links and Linked Notes 93
Linking Pages to Other OneNote Pages 94
Linking Notes to Pages, Sections, Notebooks, and Wikilinks 94
Working with Side Notes and Docked Windows 97
Linking Notes to Other Applications 100
4.2 Insert Files 103
Linking to Files 103
Embedding Files 105

Printing Files to OneNote 106
Inserting a Printout from a Scanner or a Camera 108
4.3 Edit Text in OneNote 110
Using the Format Painter 110
Applying Styles 110
Using Paste Options 112
Clearing Formatting 113
Working with Tables 113
Conducting Research 115
4.4 Insert and Modify Visual Elements 119
Using Images 119
Inserting Symbols 121
Working with Drawing Tools 122
Using and Setting Pen Options 126
Objective Review 127

Appendix: OneNote Keyboard Shortcuts 129
Typing and editing notes 129
Formatting notes 129
Adding items to a page 130
Selecting notes and objects 131
Tagging notes 132
Using outlines 132
Working with pages and side notes 132
Working with notebooks and sections 134
Searching notes 134
Sharing notes 135
Password-protecting sections 135

Index 137

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Taking a Microsoft Office Specialist Exam

Desktop computing proficiency is increasingly important in today's business world. As a result, when screening, hiring, and training employees, employers can feel reassured by relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the trouble and expense of training you.

Microsoft Office Specialist Certification

Microsoft Office Specialist certification for Microsoft Office 2010 is designed to assist employees in validating their skills with programs in the Office 2010 software suite. The following certification paths are available:

- A Microsoft Office Specialist (MOS) is an individual who has demonstrated proficiency by passing a certification exam in one or more of the Office 2010 programs, including Microsoft Word, Excel, PowerPoint, Outlook, OneNote, and Access, or in Microsoft SharePoint.
- A Microsoft Office Specialist Expert (MOS Expert) is an individual who has taken his or her knowledge of Office 2010 to the next level and has demonstrated by passing a certification exam that he or she has mastered the more advanced features of Word 2010 or Excel 2010.

Selecting a Certification Path

When deciding which certifications you would like to pursue, you should assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program and how frequently you use it
- Whether you have had formal or informal training in the use of that program
- Whether you use most or all of the available program features

- Whether you are considered a go-to resource by business associates, friends, and family members who have difficulty with the program

Candidates for MOS-level certification are expected to successfully complete a wide range of standard business tasks, such as formatting a document or worksheet and its content; creating and formatting visual content; locating information in a notebook; or working with SharePoint lists, libraries, Web Parts, and dashboards. Successful candidates generally have six or more months of experience with the specific Office program, including either formal, instructor-led training or self-study using MOS-approved books, guides, or interactive computer-based materials.

Candidates for MOS Expert-level certification are expected to successfully complete more complex tasks that involve using the advanced functionality of the program. Successful candidates generally have at least six months, and may have several years, of experience with the programs, including formal, instructor-led training or self-study using MOS-approved materials.

Test-Taking Tips

Every MOS certification exam is developed from a set of exam skill standards (referred to as the objective domain) that are derived from studies of how the Office 2010 programs or SharePoint are used in the workplace. Because these skill standards dictate the scope of each exam, they provide critical information about how to prepare for certification. This book follows the structure of the published exam objectives; see “Using This Book to Study for a Certification Exam” later in this section for more information.

The MOS certification exams for the Office 2010 programs and SharePoint are performance based and require you to complete business-related tasks in the program for which you are seeking certification. You might be told to adjust program settings or be presented with a file and told to do something specific with it. Your score on the exam reflects how well you perform the requested tasks within the allotted time.

Here is some helpful information about taking the exam:

- Keep track of the time. You have 50 minutes to complete the exam. Your exam time does not officially begin until after you finish reading the instructions provided at the beginning of the exam. During the exam, the amount of time remaining is shown at the bottom of the exam interface. You can’t pause the exam after you start it.
- Pace yourself. At the beginning of the exam, you will be told how many questions are included in the exam. Some questions will require that you complete more than

one task. During the exam, the number of completed and remaining questions is shown at the bottom of the exam interface.

- Read the exam instructions carefully before beginning. Follow all the instructions provided in each question completely and accurately.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do so. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined text, but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam question unless you are specifically instructed not to do so.
- Don't close task panes before proceeding to the next exam question unless you are specifically instructed to do so.
- If you are asked to print a document, worksheet, chart, notebook page, report, or slide, perform the task, but be aware that nothing will actually be printed.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions).
- If a computer problem occurs during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred, with your score intact.

Certification Benefits

At the conclusion of the exam, you will receive a score report, indicating whether you passed the exam. You can print with the assistance of the testing center administrator. If your score meets or exceeds the passing standard (the minimum required score), you will be contacted by email by the Microsoft Certification Program team. The email message you receive will include your Microsoft Certification ID and links to online resources, including the Microsoft Certified Professional site. On this site, you can download or order a printed certificate, create a virtual business card, order an ID card, view and share your certification transcript, access the Logo Builder, and access other useful and interesting resources, including special offers from Microsoft and affiliated companies.

Using the Logo Builder, you can create a personalized certification logo that includes the MOS logo and the specific programs in which you have achieved certification. If you achieve MOS certification in multiple programs, you can include up to six of them in one logo.

Microsoft Office
Specialist

Microsoft Access 2010 Certified
Microsoft Excel 2010 Certified
Microsoft Outlook 2010 Certified
Microsoft PowerPoint 2010 Certified
Microsoft Word 2010 Certified
Microsoft OneNote 2010 Certified

You can include your personalized logo on business cards and other personal promotional materials. This logo attests to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification.

For More Information

To learn more about the Microsoft Office Specialist exams and related courseware, visit:

www.microsoft.com/learning/en/us/certification/mos.aspx

Using This Book to Study for a Certification Exam

The Microsoft Office Specialist (MOS) exams for individual Microsoft Office 2010 programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks rather than simply answering questions about program features. The successful MOS certification candidate will have at least six months of experience using all aspects of the application on a regular basis; for example, using Microsoft OneNote at work to take notes, collaborate with other users, search notebooks, and insert files and other types of content.

Each chapter in this book is divided into sections addressing groups of related skills. Each section includes review information, generic procedures, and practice tasks you can complete on your own while studying. When necessary, practice files are included that you can use to work through the practice tasks. You can practice the procedures in this book by using the practice files supplied or by using your own files. (If you use your own files, keep in mind that functionality in some Office 2010 programs is limited in files created in or saved for earlier versions of the program. When working in such a file, *Compatibility Mode* appears in the program window title bar.)

As a certification candidate, you probably have a lot of experience with the program you want to become certified in. Many of the procedures we discuss in this book will be familiar to you; others might not be. Read through each study section and ensure that you are familiar with not only the procedures included in the section, but also the concepts and tools discussed in the review information. In some cases, graphics depict the tools you will use to perform procedures related to the skill set. Study the graphics and ensure that you are familiar with all the options available for each tool.

Features and Conventions of This Book

If you have worked with a previous version of OneNote or if you need help remembering how to perform a particular task, you can use the detailed table of contents to scan a listing of the topics covered in each chapter and locate specific topics.

You can save time when you use this book by understanding how special instructions, keys to press, buttons to click, and other conventions are indicated in this book.

Convention	**Meaning**
1 **2**	Numbered steps guide you through step-by-step procedures.
➜	An arrow indicates a procedure that has only one step.
See Also	These paragraphs direct you to more information about a given topic in this book or elsewhere.
Tip	These paragraphs provide a helpful hint or shortcut that makes working through a task easier, or information about other available options.
Interface elements	In procedures, the names of program elements (such as buttons and commands) are shown in bold characters.
Key combinations	A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, “press Ctrl+Home” means “hold down the Ctrl key and press the Home key.”
User input	In procedures, anything you should enter appears in bold italic characters.

Using the Book's Companion Content

Before you can complete the exercises in this book, you need to copy the book's practice files to your computer. These practice files, and other information, can be downloaded from here:

http://www.microsoftpressstore.com/title/9780735664821

Display the detail page in your web browser and follow the instructions for downloading the files.

> **Important** Microsoft OneNote 2010 is not available from this website. You should purchase and install the program before using this book.

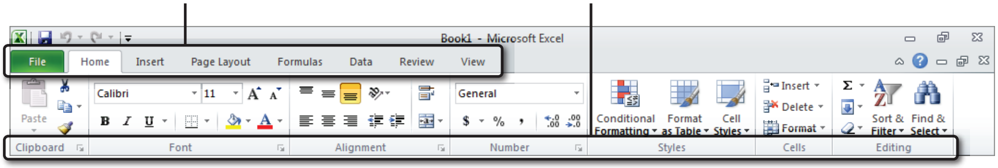
The following table lists the practice files for this book.

Exam 77-853: Microsoft OneNote 2010 Specialist

Chapter	OneNote Notebooks and Other Files
Chapter 1, "Managing the OneNote Environment"	*Report Requirements* *Logo.png* *Travel Notes*
Chapter 2, "Sharing and Collaborating"	*Fall Catalog Production* *Project Notes*
Chapter 3, "Organizing and Finding Notes"	*Budget Planning* *Department Meetings 2011* *OneNote_Printout.docx*
Chapter 4, "Editing and Linking Content in OneNote"	*Budget Planning* *Home Improvements* *Estimate.xlsx* *Proposal.pptx* *Planning Committee* *Home Remodeling Plans*

Modifying the Display of the Ribbon

The goal of the Microsoft Office working environment is to make working with Office documents as intuitive as possible. You work with an Office file and its contents by giving commands to the program in which the document is open. All Office 2010 programs organize commands on a horizontal bar called the ribbon, which appears across the top of an application's program window.


Ribbon tabs

Ribbon groups

Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing

Commands are organized on task-specific tabs of the ribbon, and in feature-specific groups on each tab. Commands generally take the form of buttons and lists. Some appear in galleries. Some groups have related dialog boxes or task panes that contain additional commands.

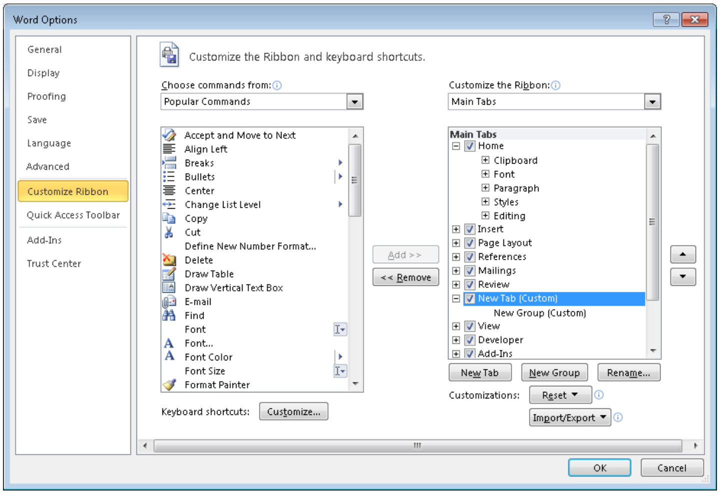
> **Tip Some older commands no longer appear on the ribbon but are still available in the program. You can make these commands available by adding them to the Quick Access Toolbar.**

The appearance of commands on the ribbon changes as the width of the ribbon changes. A command might be displayed on the ribbon in the form of a large button, a small button, a small labeled button, or a list entry. As the width of the ribbon decreases, the size, shape, and presence of buttons on the ribbon adapt to the available space. For example, if you decrease the width of the ribbon, small button labels disappear and entire groups of buttons are hidden under one button that represents the group. Click the group button to display a list of the commands available in that group. When the window becomes too narrow to display all the groups, a scroll arrow appears at its right end. Click the scroll arrow to display hidden groups.

You can customize the ribbon or the Quick Access Toolbar to suit your working style and to make commands you use frequently easily available. To add a command to the Quick Access Toolbar, right-click the command on the ribbon and then choose Add to Quick Access Toolbar.

Tip The screen images shown in the procedures in this book were captured at a screen resolution of 1024 × 768, at 100 percent magnification, and with the default text size (96 dpi). If any of your settings are different, the ribbon on your screen might not look the same as the one shown in the book. If differences between your display settings and ours cause a button on your screen to look different from the one mentioned in this book, you can adapt the procedures to locate the command. First, click the specified tab. Then locate the specified group. If a group has been collapsed into a group list or group button, click the list or button to display the group's commands. Finally, look for a button that features the same icon in a larger or smaller size than that shown in the book. If necessary, point to buttons in the group to display their names in ScreenTips.

To add your own tabs and groups to the ribbon, right-click the ribbon and choose Customize the Ribbon. In the program's Options dialog box (the one shown here is for Word), click New Tab to add a tab to the ribbon. The new tab will include a new group as well. Use the New Group button to add another group to the custom tab or to any of the built-in tabs show in the Main Tabs list. You can add commands only to custom groups, not to any of the built-in groups.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Customize the Ribbon and keyboard shortcuts.
Choose commands from:
Popular Commands
Accept and Move to Next
Align Left
Breaks
Bullets
Center
Change List Level
Copy
Cut
Define New Number Format...
Delete
Draw Table
Draw Vertical Text Box
E-mail
Find
Font
Font...
Font Color
Font Size
Format Painter
Add >>
<< Remove
Customize the Ribbon:
Main Tabs
Main Tabs
Home
Clipboard
Font
Paragraph
Styles
Editing
Insert
Page Layout
References
Mailings
Review
New Tab (Custom)
New Group (Custom)
View
Developer
Add-Ins
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
Keyboard shortcuts:
Customize...
OK
Cancel

The Choose Commands From list provides options for displaying popular commands, commands not included on the ribbon, as well as all commands or commands on specific tabs. Select the command you want to add to a custom group, and then click Add. Click Remove if you want to remove a command from a custom group.

The Rename button opens a dialog box in which you can type a name for a custom tab or a custom group. For a custom group, you can also select an symbol to associate with the group.

If you want to return the ribbon and the Quick Access Toolbar to the default state, you can click Reset, Reset All Customizations.

Getting Support and Giving Feedback

Errata

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site:

http://www.microsoftpressstore.com/title/ 9780735664821

If you find an error that is not already listed, you can report it to us through the same page.

If you need additional support, please send an email message to Microsoft Press Book Support at *mspinput@microsoft.com*.

Please note that product support for Microsoft software is not offered through the addresses above.

Getting Help with Microsoft OneNote 2010

If your question is about Microsoft OneNote 2010, and not about the content of this Microsoft Press book, your first recourse is the Microsoft Office Help system. You can find general or specific Help information in a couple of ways:

- In the program window, you can click the Help button (labeled with a question mark) located in the upper-right corner of the web browser window to display the program-specific Help window.
- In the left pane of the Backstage view, you can click Help to access Microsoft Office Help resources.

If your question is about OneNote 2010 or another Microsoft software product and you cannot find the answer in the product's Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

support.microsoft.com/

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

support.microsoft.com/gp/selfoverview/

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