

Exam 77-421: Microsoft OneNote 2013 – Skills Measured

Audience Profile

Candidates for the Microsoft OneNote 2013 exam should have a fundamental understanding of the OneNote environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principle features of OneNote 2013.

Candidates should be able to create, edit, and share notebooks for a variety of purposes and situations. They use OneNote as a digital notebook to facilitate their work and to integrate with other Office 2013 applications. Candidates work with the features of OneNote 2013 to organize and collaborate effectively. Notebook examples include class notes, minutes from meetings, event planning, and to-do lists. Candidate roles might include students, instructors, administrative assistants, company teams, project managers, and others.

Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

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