

Obiettivi d'esame 77-853---> Microsoft Office OneNote 2010

Managing the OneNote Environment

- + *Manage Page Layout*
- + *Configure OneNote Notebook Backstage*
- + *Create a OneNote Notebook*
- + *Personalize OneNote*
- + *Personalize Page Setup*

Sharing and Collaborating with Other Users

- + *Share OneNote Notebooks*
- + *Share OneNote Content via E-mail*
- + *Collaborate in OneNote*

Organizing and Finding Notes

- + *Organize Notebooks*
- + *Search for Content in OneNote*
- + *Use History and Backups in OneNote*
- + *Save Notebook Content*
- + *Import content by using Quick Filing*
- + *Create and Manage Tags*

Editing and Linking Content in OneNote

- + *Use Links and Linked Notes*
- + *Insert Files*
- + *Edit Text in OneNote*
- + *Perform advanced searches*
- + *Insert and Modify Visual Elements*