77-853

Microsoft Office OneNote 2010, Objective Domain

Exam Design

Target Audience
The audience profile for the OneNote Exam is a student, office worker or instructor who needs to navigate OneNote 2010 at the feature and functionality level.

Users perform work with OneNote used as a digital notebook and use it to integrate with other Microsoft 2010 Office applications. They use it for managing projects, organizing research, and collaborating with team members. They effectively use many of the common features and functions to organize and display digital information, and access information from multiple locations.

The core OneNote 2010 user typically:

- uses Microsoft 2010 Office applications at an intermediate or advanced level
- knows how to leverage his or her work for multiple purposes
- knows how to use the major features and functions of OneNote to enhance project and task management
- understands how to collaborate with other users via OneNote

Objective Domain

1   Managing the OneNote Environment
    1.1 Manage Page Layout
    1.2 Configure OneNote Notebook Backstage
    1.3 Create a OneNote Notebook
    1.4 Personalize OneNote
    1.5 Personalize Page Setup

2   Sharing and Collaborating with Other Users
    2.1 Share OneNote Notebooks
    2.2 Share OneNote Content via E-mail
    2.3 Collaborate in OneNote