

# 77-853

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## Microsoft Office OneNote 2010, 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

### **3 Organizing and Finding Notes**

- 3.1 Organize Notebooks
- 3.2 Search for Content in OneNote
- 3.3 Use History and Backups in OneNote
- 3.4 Save Notebook Content
- 3.5 Import content by using Quick Filing
- 3.6 Create and Manage Tags

### **4 Editing and Linking Content in OneNote**

- 4.1 Use Links and Linked Notes
- 4.2 Insert Files
- 4.3 Edit Text in OneNote
- 4.4 Insert and Modify Visual Elements