

# Exam 77-853

## OneNote 2010

### Manage the OneNote environment (25–30%)

- Manage page layout
  - Combine containers, collapse and expand paragraphs, set an image as a background, save current page as template
- Configure OneNote notebook Backstage
  - Configure notebook settings and properties, pin recently opened notebook to list
- Create new OneNote notebook
  - Create a new notebook on OneDrive, create a new notebook on a network, create a new notebook on My Computer
- Personalize OneNote
  - Default font and size, display settings, proofing settings, language settings, research and translation options
- Personalize page setup
  - Page color, rule lines, grid lines, page title, paper size, full page view, dock to desktop

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### Share and collaborate (15–20%)

- Share OneNote notebooks
  - Share notebook on: OneDrive, SharePoint document library, network drive
- Share OneNote content via email
  - Email others about the notebook and configure email options, invite others to view a notebook, email page in shareable formats
- Collaborate in OneNote
  - Mark coauthor edits as read, view recent edits, find notes by author, hide author initials

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### Organize and find notes (30–35%)

- Use OneNote notebook organization tools
  - Merge sections, create new section group, color code notebooks and sections, protect with password, group and collapse subpages, use side notes
- Search OneNote
  - Search for content across notebooks, sections, or pages; display search results pane
- Use History and Backups in OneNote
  - Page versions, notebook recycle bin, open backup notebook
- Save Notebook As
  - Save current page, save as alternate file types
- Use Quick Filing
  - Send to email messages, meetings notes, contact notes, tasks, webpages, screenshots, print to OneNote
- Use and manage tags
  - Apply tags to paragraphs, create new tags, modify existing tags, create tag summary page, configure tag options, find tags