ISG

Microsoft OneNote 2013 - Level 1: Instructor Setup Guide

- General Hardware Requirements for Office Professional Plus 2013
- Software Setup Notes
- Classroom Data
- Courseware Timing

1.1 General Hardware Requirements for Office Professional Plus 2013

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Office 2013 32-bit products are supported on the following Windows operating systems: • Windows Server 2008 R2 (64-bit) • Windows 7 (32-bit or 64-bit) • Windows Server 2012 (64-bit) • Windows 8 (32-bit or 64-bit) Office 2013 64-bit products are only supported on the following Windows operating systems: • Windows Server 2008 R2 (64-bit) • Windows 7 (64-bit) • Windows Server 2012 (64-bit) • Windows 8 (64-bit)
Processor	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabyte (GB)
Memory	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 8 Professional as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2013. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using OneNote Help**.

The workstation should be configured with a printer driver.

© Digital Content Factory Ltd.

1.3 Classroom Data

Run the class data archive **N151en_data.exe** for this course to install the class data to the **C:\N151en_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

DATA FILE/SUBFOLDER	*TYPE*	*USED IN*
Global Holidays_1	**notebook folder**	Section **1.3 Managing Notebooks**, in the exercise **Managing Notebooks**
Tours_1	**notebook folder**	Chapter 1 **Review Exercise**
Accommodations and Venue	**.jpg**	Section **2.3 Working with Note Content**, in the exercise **Working with Note Content**
Global AGM 2014	**.docx**	Section **2.3 Working with Note Content**, in the exercise **Working with Note Content**
Global Holidays_2	**notebook folder**	Section **2.4 Working with Page Spacing and Page Versions**, in the exercise **Managing Page Space and Page Versions**
Tours_2	**notebook folder**	Chapter 2 **Review Exercise**
ghtorus	**website**	Chapter 2 **Review Exercise**
Global Holidays_3	**notebook folder**	Section **3.1 Creating Links**, in the exercise **Creating Links**
Tours_3	**notebook folder**	Chapter 3 **Review Exercise**
Global Holidays_4	**notebook folder**	Section **4.1 Sharing Notebooks**, in the exercise **Sharing Notebooks**
Tours_4	**notebook folder**	Chapter 4 **Review Exercise**
Global Holidays_5	**notebook folder**	Section **5.2 Using Linked Notes**, in the exercise **Using Linked Notes**
Global AGM 2014	**.pptx**	Section **5.4 Word and PowerPoint Integration**, in the exercise **Word and PowerPoint Integration**
Tours_5	**notebook folder**	Chapter 5 **Review Exercise**
South America	**.pptx**	Chapter 5 **Review Exercise**

The **C:\N151en_data** folder may be deleted after the class.

© Digital Content Factory Ltd.

1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

CHAPTER/SECTION	*ESTIMATED TIME*
Getting Started with OneNote 2013	**80 min**
1.1 Understanding OneNote 2013 Concepts	15 min
1.2 Getting Started	15 min
1.3 Managing Notebooks	15 min
1.4 Navigating and Viewing Notebooks	15 min
Review Exercise	20 min
Taking Notes	**100 min**
2.1 Working with Sections, Pages and Notebook Properties	20 min
2.2 Understanding Note Containers	20 min
2.3 Working with Note Content	20 min
2.4 Working with Page Spacing and Page Versions	15 min
Review Exercise	25 min
Linking, Tagging, and Locating Notes	**70 min**
3.1 Creating Links	10 min
3.2 Working with Note Tags	20 min
3.3 Searching Notebooks	20 min
Review Exercise	20 min
Collaborating with Shared Notebooks	**75 min**
4.1 Sharing Notebooks	25 min
4.2 Working with Shared Notebooks	25 min
Review Exercise	25 min

© Digital Content Factory Ltd.

CHAPTER/SECTION	ESTIMATED TIME
Using Templates and Integrating with Microsoft Office and Internet Explorer	**95 min**
5.1 Using Templates	15 min
5.2 Using Linked Notes	15 min
5.3 Using E-mail to Share Notebook Pages	10 min
5.4 Word and PowerPoint Integration	15 min
5.5 Outlook Integration	15 min
Review Exercise	25 min

© Digital Content Factory Ltd.