

Onenote 2013 User Guide

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OneNote includes several templates to help avoid retyping common information as well as enhancing the look of the pages. 1. Select the Insert tab. 2. Select Page Templates. 3. You can now choose a template from the list of available templates. 4. When you click on a template title, a new page is created with the selected template.

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User manual Microsoft OneNote 2013 (6 pages)

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Insert a link: Ctrl+K: Open current link: Enter: Copy formatting of currently selected text: Ctrl+Shift+C:

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OneNote iPad User Guide - Microsoft Community OneNote 2013 What is OneNote? OneNote is an idea processor, a notebook and an information organizer. You can quickly capture meeting notes, brainstorming notes, ideas and thoughts, audio from discussions, video from interviews, diagrams, and so on using the

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A quick guide to using Microsoft OneNote on tablets, online, or on your desktop OneNote is the note-taking-and-sharing application that's part of Microsoft Office. It lets you create notes by hand, as audio, or by clipping items from other electronic formats to create a file that can be indexed and searched. With the

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release of Office 2013, OneNote has been integrated with Windows 8-powered tablet platforms and offers advanced mobile-enhanced features. This guide includes all the basic information, guidance, and insight you need to take full advantage of everything OneNote can do for you. OneNote is the Microsoft Office note-taking application that lets you make notes and clip items from electronic media to create a searchable file. This friendly, plain-English guide shows you how to use OneNote online, on your desktop PC, or on your Windows-powered tablet. Helps you take advantage of this highly useful and often-overlooked application. OneNote 2013 For Dummies gets you up and running with OneNote quickly and easily.

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Get the guide that makes learning Microsoft OneNote 2010 plain and simple! This full-color, no-nonsense book shows you the quickest ways to take, organize, and share great notes—with easy-to-follow steps, screenshots, and concise, straightforward language. Here's WHAT you'll learn: Take notes and organize them with ease. Arrange notes in pages, sections, and notebooks. Add pictures, drawings, and audio and video clips. Apply readymade and custom tags to your notes. Link notes to web pages and Microsoft Office files. Share your notes and collaborate with others. Here's HOW you'll learn it: Jump in wherever you need answers. Easy-to-follow STEPS and SCREENSHOTS show exactly what to do. Handy TIPS teach new techniques and shortcuts. Quick TRY THIS! exercises help apply what you learn right away.

This updated and expanded second edition of the *Onenote.com: A simple microsoft onenote guide for dummies (onenote 2013)* provides a user-friendly introduction to the subject. Taking a clear structural framework, it guides the reader through the subject's core elements. A flowing writing style combines with the use of illustrations and diagrams throughout the text to ensure the reader understands even the most complex of concepts. This succinct and enlightening overview is a required reading for all those interested in

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