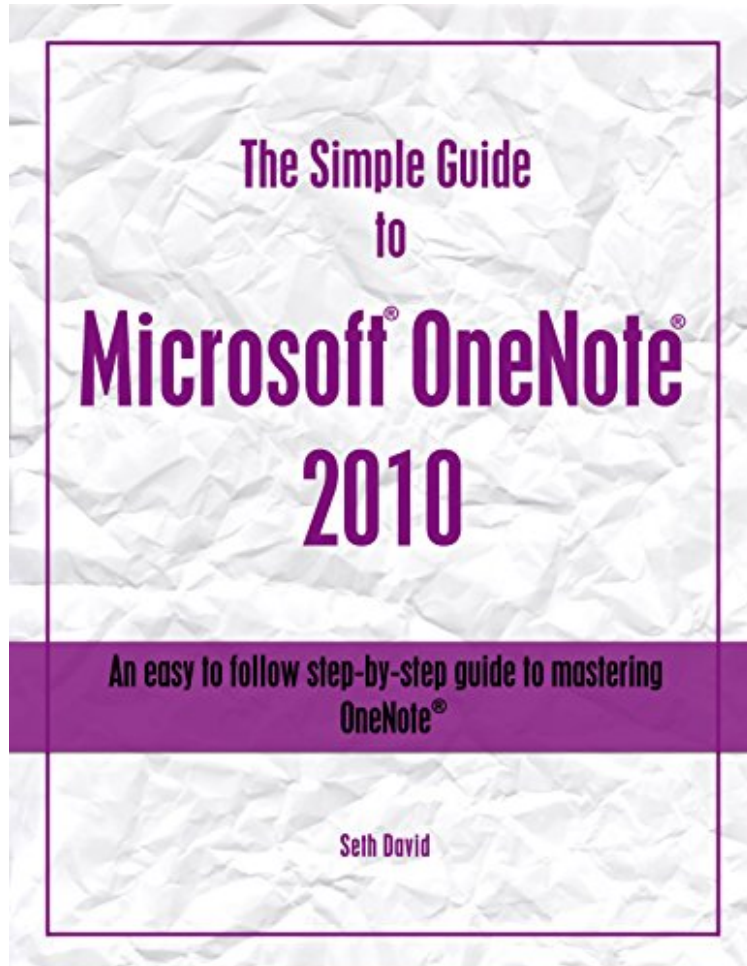


(Mobile ebook) The Simple Guide to Microsoft OneNote 2010 (English Edition)

The Simple Guide to Microsoft OneNote 2010 (English Edition)

Von Seth David

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Von Seth David : The Simple Guide to Microsoft OneNote 2010 (English Edition) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Simple Guide to Microsoft OneNote 2010 (English Edition):

KundenrezensionenHilfreichste Kundenrezensionen0 von 0 Kunden fanden die folgende Rezension hilfreich. TrefferVon Rudolf KruegerWenn sie OneNote 2010 haben und nach einem Buch suchen, in dem sie finden, was sie suchen. Kaufen sie's. Da andere Versionen des Programms auf dem Markt sind, sollten sie ein entsprechendes anderes Buch waehlen, denn die Versionen unterscheiden sich!!

KurzbeschreibungContains over 250 screenshots that demonstrate how to use OneNote 2010 quickly and easily. Learn

tips and tricks from a veteran OneNote user. With this book you'll come to love using OneNote for everything from simple to-do lists to tracking your best ideas. Not only will you learn the basics, you'll also learn more advanced techniques such as how to combine it with other programs in the Microsoft suite turning it into a powerful organizational tool and how to customize OneNote to your own personal tastes. What you'll learn in the book... The fastest ways to create lists, tables, and outlines, letting you organize your info as you take notes without slowing down! How to quickly add images, audio, and video to your notes to enhance your note taking experience! Where to find free templates and how to create your very own! How to get notes and documents from other programs into OneNote, turning it into a central location for all your important info! The best ways to use OneNote's built-in tools so you can quickly create to-do lists, find your most important notes in seconds, and make your notes unique! How to use OneNote and Outlook together to make planning easier! The different ways you can share your notes with others, making sure everyone is on the "same page"! The shortcut keys for each area covered, allowing you to take even faster notes! ...and much more!

This book features... Complete step-by-step explanations tell you exactly how to perform each action! 299 screenshots show you where the buttons, tabs, and dialog boxes are located to eliminate guessing! Written in a non-technical style. You won't have to worry about learning a new language just to figure out how to use OneNote!

Learn how to really use this powerful note-taking program!

Kurzbeschreibung

Contains over 250 screenshots that demonstrate how to use OneNote 2010 quickly and easily. Learn tips and tricks from a veteran OneNote user. With this book you'll come to love using OneNote for everything from simple to-do lists to tracking your best ideas. Not only will you learn the basics, you'll also learn more advanced techniques such as how to combine it with other programs in the Microsoft suite turning it into a powerful organizational tool and how to customize OneNote to your own personal tastes. What you'll learn in the book... The fastest ways to create lists, tables, and outlines, letting you organize your info as you take notes without slowing down! How to quickly add images, audio, and video to your notes to enhance your note taking experience! Where to find free templates and how to create your very own! How to get notes and documents from other programs into OneNote, turning it into a central location for all your important info! The best ways to use OneNote's built-in tools so you can quickly create to-do lists, find your most important notes in seconds, and make your notes unique! How to use OneNote and Outlook together to make planning easier! The different ways you can share your notes with others, making sure everyone is on the "same page"! The shortcut keys for each area covered, allowing you to take even faster notes! ...and much more!

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