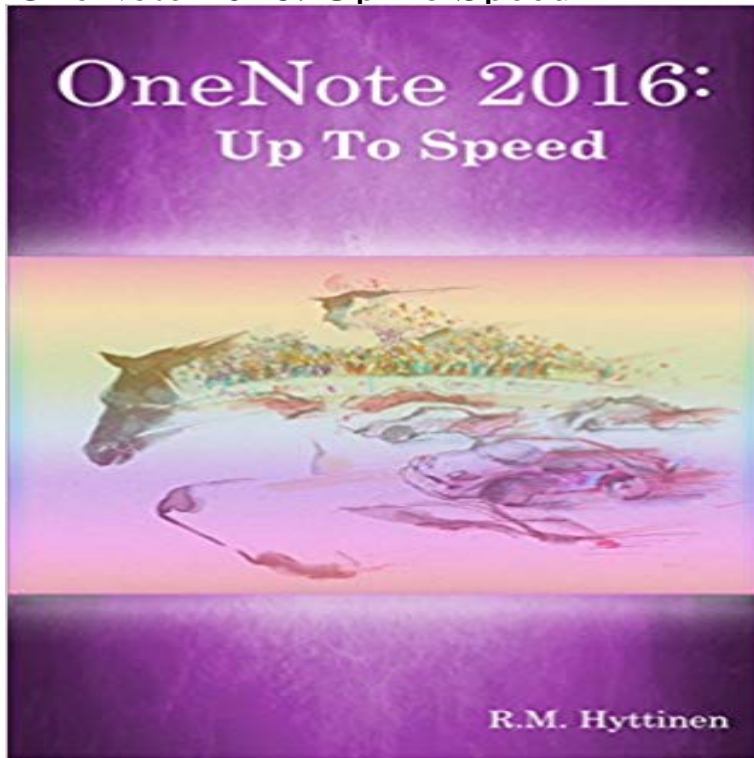


OneNote 2016: Up To Speed



The OneNote 2016: Up To Speed guide helps you to get up and running quickly with the Microsofts premier note-taking application - Microsoft OneNote. This handy step-by-step guide is written from scratch, starting with basic OneNote topics and moving on to more advanced features of the application, designed to help you to become more productive more quickly. Though comprehensive, the information in this book is presented in a clear, concise manner with screenshots providing helpful visual guidance all along the way. In no time at all youre be navigating OneNote, creating and editing notes, sharing notes with others, formatting notes, export data into OneNote and getting out of OneNote like a pro. Some of the topics include:

Opening an Existing Notebook
Examining the OneNote Environment
Navigating OneNote
Creating a New Notebook
Renaming a Notebook
Changing Notebook Color
Changing Screen Views
Searching Notebooks
Setting OneNote Options
Hiding the OneNote Ribbon
Using Help
Exporting your Notes to a different Format
Closing a OneNote Notebook
Creating a New Section
Renaming Sections and Pages
Color-Coding a Section
Moving, Grouping and Deleting Sections
Restoring a Deleted Section
Merging Sections
Password Protecting a Section
Creating and Moving Pages
Creating Subpages
Creating a Note
Moving & Resizing Notes
Creating Quick Notes
Moving a Quick Note to a Notebook
Sending Office Documents to OneNote
Copying & Pasting Data into OneNote
Inserting a Screen Clipping
Using the OneNote Clipper
Inserting Images
Inserting Online Images using Bing Search
Inserting Images from Facebook & Flickr
Inserting Images from OneDrive
Creating Audio & Video Notes
Inserting Online Video
Embedding an Excel Spreadsheet
Attaching Files to Notes
Adding a File Printout
Emailing Yourself a Note
Handwriting Notes
Drawing Simple Math

Equations
Selecting Text in a Note
Copying and Pasting Text
Cutting and Pasting Text
Using Formatting Tools
Using the Mini Toolbar
Using Format Painter
Formatting Quick Notes
Checking Spelling
Using AutoCorrect
Using the Thesaurus
Inserting Symbols & Special Characters
Adding a Time Stamp to Notes
Aligning Text
Adjusting Spacing between Paragraphs
Indenting Paragraphs
Creating a Bulleted & Numbered Lists
Generating Complex Equations
Tagging Notes
Creating an Outline
Working with Hyperlinks
Using Existing Templates
Creating a New Template
Setting the Default Template
Setting Page Size & Margins
Setting Page Orientation & Changing Page Background Color
Inserting Rule Lines
Previewing & Printing OneNote Pages
Drawing Free-Form
Creating a Favorite Pen or Highlighter
Adding Shapes and Lines
Selecting Lines and Shapes
Using the Eraser
Formatting, Moving and Resizing Drawing Objects
Layering & Rotating Drawing Objects
Creating a Table
Inserting Rows and Columns
Deleting Rows and Columns
Hiding Table Borders
Adjusting Column Width in a Table
Adjusting Row Position in a Table
Changing Cell Alignment
Sorting Data in a Table
Applying Shading to Cells
Converting a Table to an Excel Spreadsheet
Sending a Page by E-mail
Sending a Page To Word
Sharing Notebooks with Others
Sharing a Link to a Notebook
Synchronizing Shared Notebooks
Creating an Outlook Task from a Note
Searching For Notes by Author
Finding Recently Edited Notes
Viewing Page Versions
And more....

OneNote 2016: Up To Speed - Kindle edition by R.M. Hyttinen. Download it once and read it on your Kindle device, PC, phones or tablets. Use features like The OneNote 2016: Up To Speed guide helps you to get up and running quickly with the Microsofts premier note-taking application - Microsoft OneNote 2016: Up to Speed book is now available. For those of you looking to learn Microsoft OneNote or brush up on your OneNote skills, ImThe Adobe Lightroom Classic CC Up To Speed guide helps you to get up and running quickly with Adobes powerful photo editing and management system. The OneNote 2016: Up To Speed guide helps you to get up and running quickly with the Microsofts premier note-taking application - Microsoft OneNote. The Excel 2016: Up To Speed guide helps you to get up and running quickly with the worlds most popular spreadsheet application. This handy step-by-step Up to Speed Guides. Up to Speed

eBooks for personal use (not to be used for training). OneNote 2016: Up to Speed (PDF). 14. Outlook 2016: Up to Speed Shop By. All Access Access 2016: Up to Speed Adobe Lightroom Adobe Photoshop Excel Internet Explorer Lightroom 6/CC: Up to Speed Lightroom Up to Speed software guides for Individuals. Windows and Microsoft Office available. The Access 2016: Up To Speed guide helps you to get up and running quickly with the worlds most popular database program. This handy step-by-step guide is Up to Speed software guides for Individuals. Windows and Microsoft Office available. - 5 sec Watch [PDF] OneNote 2016: Up To Speed [Read] Full Ebook by Yi on Dailymotion here. The OneNote 2016: Up To Speed guide helps you to get up and running quickly with the Microsofts premier note-taking application - Microsoft OneNote. macOS High Sierra: Up To Speed (PDF). 9 OneNote 2016: Up to Speed (PDF). 9 Windows 10: Up to Speed (PDF). 9 Word 2016: Up to Speed (PDF). 9 OneNote 2016: Up To Speed, R.M. Hyttinen, PCM Courseware. Des milliers de livres avec la livraison chez vous en 1 jour ou en magasin avec -5% de reduction Unfortunately, this did NOT adjust the ridiculous speed of two-finger drag scrolling speed while working in a notebook in OneNote 2016.