



Microsoft OneNote 2013 Plain & Simple

By Peter Weverka

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft OneNote 2013 Plain & Simple, Peter Weverka, Get the full-color, visual guide that makes learning Microsoft OneNote 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to organize information and manage your work and personal lives. Here's WHAT you'll learn: * Take notes, organize, and share them * Bookmark and tag notes for easier searching * Add pictures, drawings, and spreadsheets * Handwrite notes and convert them to text * Record audio and video notes * Access notes from the web or mobile device Here's HOW you'll learn it: * Jump in wherever you need answers * Follow easy STEPS and SCREENSHOTS to see exactly what to do * Get handy TIPS for new techniques and shortcuts * Use TRY THIS! Exercises to apply what you learn right away.



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