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Learn in detail about all these exceptional OneNote features and even more with this book. Here is what you will learn after reading this book:-The 10 key benefits that will certainly make you choose OneNote, rather than any other word processor-The 12 basic and simple lessons for Microsoft OneNote that even dummies can master

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Covers the features and functions of the note-taking application.

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Covering the use of Microsoft OneNote in a wide variety of situations, this handbook provides tips for anyone who takes notes, organizes materials, or keeps a to-do list. In addition to providing the basic information on using the product's interface, this guide teaches how to use OneNote to do specific tasks such as brainstorming, mind mapping, storyboarding, and minutes taking. Also discussed are using OneNote on a Tablet PC, using the existing stationery files to organize notes for a wide variety of classes, and finding OneNote resources online.

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