



OneNote: OneNote For Beginners - Learn How To Use OneNote And Become More Organized, Productive And Efficient! (Microsoft OneNote, How To Use OneNote, Time Management)

Brian Foster

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OneNote

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Microsoft OneNote is a program that helps you create virtual notes. Although many of us favor the traditional pen-and-paper methods, OneNote is becoming more popular as people begin to understand and value the superior flexibility a computer-based notebook offers.

From the ability to edit notes cleanly, to the ability to send an entire copy of your notes to your friends and colleagues, a virtual notebook provides numerous advantages. This short guide will explain how to use all the features and tools in OneNote, down to finding and clicking the right buttons in the program itself.

Here is a preview of what you'll learn:

- Creating Quick Notes
- Creating a Notebook for the first time
- Using tags
- Using the search function
- Making pages and sections
- Formatting notes
- Sharing Notes
- Creating Tables
- Device Transferability

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