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Just like physical notebooks, OneNote notebooks are a collection of note pages. Start by creating a notebook, then build from there. On any page, select the Show Notebooks button. At the bottom of the pane, select Add Notebook or + Notebook. Enter a name for the new notebook, then select Create Notebook. OneNote switches to the new notebook.

9 Basic Tips and Tricks for Microsoft OneNote Beginners

If OneNote is not open, use the keyboard shortcut 'Windows + N' to open a new note window. Enter and format the content as needed; the note will be added to the 'QuickNotes' section of your notebook. OneNote Clipper.

OneNote Clipper is a browser extension that quickly captures any webpage in OneNote.

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OneNote 101: Getting Started with the Basics

Microsoft OneNote Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office apps who want to use OneNote to take and organize project notes; add images, shapes, and handwriting to notes; share notes with friends and colleagues; and embed Microsoft Excel spread-

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OneNote comes installed as a default with the stock edition of Windows 10 (Home, Pro, and Enterprise included), and as long as you're updated to the latest version of Microsoft's OS, the OneNote app icon will appear automatically in the Start Menu. To launch OneNote, simply scroll down through the menu, and click on the "OneNote" tile highlighted here:

The Beginner's Guide to OneNote in

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Items; Marking Tasks as Complete; Managing Outlook Meeting Details; Sending Notes via Email; Step-by-step instructions for the features taught are included with the resources.

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Curtis Frye is the author of more than 30 books, including Microsoft Excel 2016 Step by Step for Microsoft Press and Brilliant Excel VBA Programming for Pearson, UK. He has also created and recorded more than three dozen courses for lynda.com, including Tableau 9 Essential Training and Up and Running with Public Data Sets. In addition to his work as a writer, Curt is a popular conference ...

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OneNote is often overlooked as a note-taking app, but it deserves more attention. The features are exhaustive, the support is excellent, and it works beautifully with Microsoft's other Office products. If you use one of the app's competitors - such as Evernote or Todoist - it can be daunting to

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Follow the provided step-by-step instructions to easily incorporate OneNote into your life. Included is a full list of commands and instructions for how best to use it to your advantage. OneNote is designed to facilitate efficiency and overall effectiveness into multiple aspects of your life. You can easily create checklists, keep track of your ...

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