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Finally, there is a step by step guide to make you use OneNote 2016 like a pro. OneNote is a cool productive app that is probably capable of replacing your Evernote. It is free (although you can also get a paid version) and can transform the way you take notes and organize your life.

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by home and

business users of

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notes; share notes
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OneNote using your
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“ Sign up ” and ...

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At the bottom of the

list that opens, click

the + Notebook

button. Type a

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name for the
notebook in the
Notebook Name
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Create a notebook
in OneNote -
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Just like physical
notebooks, OneNote
notebooks are a
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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.

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Release date:

February 2016;

Publisher(s):

Microsoft Press;

ISBN:

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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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Below are the step-by-step instructions for OneNote 2016

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A quick guide to

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using Microsoft OneNote on tablets, online, or on your desktop OneNote is the note-taking-and-sharing application that's part of Microsoft Office. It lets you create notes by hand, as audio, or by clipping items from other electronic formats to create a file that

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Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in OneNote 2016.

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