

# OneNote 2016: Up To Speed - R.M. Hyttinen

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**OneNote 2016: Up to Speed R.M. Hyttinen Read ebooks [EN] PDF, ePub, Mobi**, The OneNote 2016: Up To Speed guide helps you to get up and running quickly with the Microsoft's premier note-taking application - Microsoft OneNote. This handy step-by-step guide is written from scratch, starting with basic OneNote topics and moving on to more advanced features of the application, designed to help you to become more productive more quickly. Though comprehensive, the information in this book is presented in a clear, concise manner with screenshots providing helpful visual guidance all along the way.

In no time at all you're be navigating OneNote, creating and editing notes, sharing notes with others, formatting notes, export data into OneNote and getting out of OneNote like a pro.

Some of the topics include:

Examining the OneNote Environment  
Navigating OneNote

Creating & Renaming Notebooks  
Changing Notebook Color  
Changing Screen Views  
Searching Notebooks  
Setting OneNote Options  
Hiding the OneNote Ribbon  
Exporting your Notes to a different Format  
Closing a OneNote Notebook  
Creating a New Section  
Renaming Sections and Pages  
Color-Coding a Section  
Moving, Grouping and Deleting Sections  
Restoring a Deleted Section  
Password Protecting a Section  
Creating and Moving Pages  
Creating Notes  
Moving & Resizing Notes  
Creating & Moving Quick Notes  
Sending Office Documents to OneNote  
Copying & Pasting Data into OneNote  
Using the OneNote Clipper  
Inserting Images  
Inserting Online Images using Bing Search  
Inserting Images from Facebook & Flickr

Inserting Images from OneDrive  
Creating Audio & Video Notes  
Inserting Online Video  
Embedding an Excel Spreadsheet  
Attaching Files to Notes  
Emailing Yourself a Note  
Handwriting Notes  
Drawing Simple Math Equations  
Copying, Cutting and Pasting Text  
Using Formatting Tools  
Using the Mini Toolbar  
Using Format Painter  
Checking Spelling  
Using AutoCorrect  
Inserting Symbols & Special Characters  
Adding a Time Stamp to Notes  
Aligning Text  
Adjusting Spacing between Paragraphs  
Indenting Paragraphs  
Creating a Bulleted & Numbered Lists  
Tagging Notes  
Creating an Outline  
Working with Hyperlinks  
Using Existing Templates  
Creating a New Template  
Setting the Default Template  
Setting Page Size & Margins  
Setting Page Orientation &  
Changing Page Background Color  
Inserting Rule Lines  
Previewing & Printing OneNote Pages  
Drawing Free-Form  
Creating a Favorite Pen or Highlighter  
Adding Shapes and Lines  
Selecting Lines and Shapes  
Using the Eraser  
Formatting, Moving and Resizing Drawing Objects  
Layering & Rotating Drawing Objects  
Creating a Table  
Inserting Rows and Columns  
Deleting Rows and Columns  
Hiding Table Borders  
Adjusting Column Width in a Table  
Adjusting Row Position in a Table  
Changing Cell Alignment  
Sorting Data in a Table  
Applying Shading to Cells  
Converting a Table to an Excel Spreadsheet  
Sending a Page by E-mail  
Sharing Notebooks with Others  
Synchronizing Shared Notebooks

Creating an Outlook Task from a Note  
And More....

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