



## Microsoft OneNote 2010 Plain & Simple

By Peter Weverka

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft OneNote 2010 Plain & Simple, Peter Weverka, Get the guide that makes learning Microsoft OneNote 2010 plain and simple! This full-color, no-nonsense book shows you the quickest ways to take, organize, and share great notes-with easy-to-follow steps, screenshots, and concise, straightforward language. Here's WHAT you'll learn: \* Take notes and organize them with ease \* Arrange notes in pages, sections, and notebooks \* Add pictures, drawings, and audio and video clips \* Apply readymade and custom tags to your notes \* Link notes to web pages and Microsoft Office files \* Share your notes and collaborate with others Here's HOW you'll learn it: \* Jump in wherever you need answers \* Easy-to-follow STEPS and SCREENSHOTS show exactly what to do \* Handy TIPS teach new techniques and shortcuts \* Quick TRY THIS! exercises help apply what you learn right away.



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