

## Onenote For Beginners Step By Step Instructions To Organize Your Day And Never Forget Anything Again Users Manual

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### 9 Basic Tips and Tricks for Microsoft OneNote Beginners

To launch OneNote, select Start>All Programs>Microsoft Office>Microsoft OneNote 2010. 2. On the ribbon, select the File tab. Choose New. 3. Under New Notebook, in Step 1, select My Computer. In Step 2, key: School. (Ask your teacher if the name of your notebook should also include your first and last names.) In Step 3, click Browse, navigate

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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 goals, and even create a place where you can journal every day.

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Creating Quick Notes Without Opening OneNote; Utilizing OneNote in Conjunction with Outlook. Creating To Do Lists: Creating OneNote To Do List; Creating Outlook Tasks from OneNote 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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