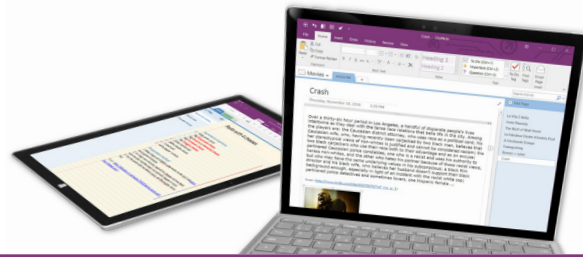


Koen Timmers

OneNote 2016 and 2013



How do you collect information, creative ideas, minutes from a meeting, short notes and other documents in a clear and organized way? The handy and user-friendly Office program called OneNote is the answer! Type or draw your notes and gather together important data from files, such as Word documents, images and hyperlinks all in one place. You can arrange the information in a clear and well-organized whole and share it with others. Searching for information on your PC, tablet, smartphone or Post-it notes becomes a thing of the past. OneNote can be used on a PC, tablet or smartphone and you can view and edit your notes on all of these devices. The versatility of the program makes it an ideal choice for use at work or school, during meetings, brainstorm sessions and other group projects. This step-by-step book contains hundreds of screen shots that help you learn all the details of this fine program on a PC. It is suitable for adults as well as high school and college students. Moreover, there are tips available for instructors and teachers on the effective use of OneNote as a tool in class.

Please note: In order to work with this book, you need to have OneNote 2016 or 2013 already installed on your computer. This can be done by using the OneNote component from the full Office 2016 or 2013 desktop suite or by having a subscription to Office 365, the online version. Windows 10 also has a built-in OneNote app, but this book does not use that version.

Learn how to:

- create notebooks with sections and pages
- save on OneDrive and your computer
- add images, documents and hyperlinks
- draw and write in OneNote
- work with other OneNote apps and via the browser
- export, print and protect

Suitable for:

Microsoft OneNote 2016 and 2013
Windows 10, 8.1 and 7

Prior knowledge:

Basic knowledge of working with a computer.

Support website:

Stay informed of the latest news regarding OneNote and supplements to this book with our unique, support website:
www.visualsteps.com/onenote2016



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Visual Steps™

OneNote 2016 and 2013 makes use of the Visual Steps method developed for adult learners by Addo Stuur. Key features in the series...

Content - the special needs and requirements of the beginning user with little or no technical background have been taken into account.

Structure - self-paced, learn as you go. Proceed step by step with easy to follow instructions. What's more, the chapters are organized in such a way that you can skip a chapter or repeat another as desired.

Illustrations - plentiful use of screen illustrations to show you if you are on the right track.

Layout - large print makes it easy to read.

The Studio Visual Steps Authors

The Studio Visual Steps team of authors consists of different professionals, all thoroughly experienced in their subject field.

The proven Visual Steps methodology features:

- Easy, step-by-step instructions
- Screen illustrations for each step
- Explanations and additional background information in plain English

About the author:

Koen Timmers has over 15 years of experience as a teacher and is a Microsoft Expert Educator. He has accumulated extensive experience with the many useful options and features in OneNote, not only for personal use but also in the classroom. He is also a regular speaker at international conferences and writes columns for various websites.

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Suitable for courses, in business and home use!

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Learn step by step how to work with OneNote