



OneNote: The Ultimate Beginners Guide - 6 Easy Steps To Getting Things Done With OneNote! (How To Use OneNote, Microsoft OneNote, OneNote Tutorial)

Austin Spencer

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OneNote

The Ultimate Beginners Guide - 6 Easy Steps To Getting Things Done With OneNote!

This book been written to give an insight about the concept of GTD-getting things done with the help of a popular and widely used app “OneNote”. This book will initially introduce you to the nature of this application and then will guide about the basics of OneNote which will help you to operate this app while you use it practically. The book will describe the working and all the functions of this app along with the inbuilt features. The use of features and exploring different tools within OneNote is thoroughly discussed in the chapters below. Pictures and images have been added in the book as well so as to give you a visual representation other than theoretical perspective on how to use OneNote. Most importantly, some essential and fundamental tips have been detailed at the end of the book which tells what tricks should be used by a person in order to increase the productivity of the work and achieve more efficient results. This book will prove to be a good guide to learn about the recently invented app ‘OneNote’ which has gained a lot of attention and is growing rapidly.

Here is a preview of what you'll learn:

- Getting Started with OneNoteWorking with Files and People
- Adding Outside Content
- Using Graphics, Drawing and Integration
- Tips and Tricks to Increase Your Productivity with OneNote

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