

Quick Start Guide

Microsoft OneNote 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.



Switch between touch and mouse
If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

Display or hide the ribbon
Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

View or switch between online accounts
Click your account ID to change settings or switch accounts.

Manage files
Open, create, share, and print your notes. You can also change your account settings here.

Show notebooks
Click the notebook icon to see all of your open notebooks.

Show note containers
Mouse over any text to show its container. Grab the top bar to move it around.

Tag important information
Highlight and organize notes with instantly searchable tags.

Find your notes
Use the Search box to find anything in your notebooks, or press **Ctrl+E**.

Create pages
Click **Add Page** to insert a new page.

View a full page
Click the double arrow for Full Page View.

Handwrite, draw, and sketch
Take notes in your own handwriting on a Touch-capable PC.

The screenshot shows the OneNote 2013 interface with the following elements:

- Quick Access Toolbar:** Contains icons for Save, Copy, and Paste.
- Ribbon:** The top bar with tabs for File, Home, Insert, Draw, Layout, and Review. The Home tab is currently selected, showing options for Font, Paragraph, Styles, and Links.
- Notebook List:** Located on the left, showing 'Event Planning' and 'Company Picnic'.
- Page Title:** 'Company Picnic Plans'.
- Content:** A list of 'Follow-up items' with checkboxes: 'Contact the caterer', 'Book the band', 'Follow-up on safety', and 'Send out park directions'. Below this is a handwritten mind map for 'Company Picnic' with branches for 'Park?', 'Campus?', 'Food' (with sub-branches 'Soda' and 'Pie'), 'Band', 'Entertainment', 'Paddle Boats', and 'Games'.
- Right Side:** A vertical pane with 'Add Page' and 'Full Page View' buttons.

Onenote 2013 User Guide

**Lisa A. Bucki, John Walkenbach, Michael
Alexander, Richard Kusleika, Faithe
Wempen**

Onenote 2013 User Guide:

Microsoft OneNote 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc,2014-10-02 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in OneNote 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft OneNote 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts **SharePoint 2013 User's Guide** Anthony Smith,2013-07-27 Microsoft SharePoint 2013 provides a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2013 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs The SharePoint 2013 User s Guide is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fourth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to best leverage them The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These real world experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product Pick up a copy of the SharePoint 2013 User s Guide today *OneNote 2013 For Dummies* James H. Russell,2013-05-20 A quick guide to using Microsoft OneNote on tablets online or on your desktop OneNote is the note taking and sharing application that s part of Microsoft Office It lets you create notes by hand as audio or by clipping items from other electronic formats to create a file that can be indexed and searched With the release of Office 2013 OneNote has been integrated with Windows 8 powered tablet platforms and offers advanced mobile enhanced features This guide includes all the basic information guidance and insight you need to take full advantage of everything OneNote can do for you OneNote is the Microsoft Office note taking application that lets you make notes and clip items from electronic media to create a searchable file This friendly plain English guide shows you how to use OneNote online on your desktop PC or on your Windows powered tablet Helps you take advantage of this highly useful and often overlooked application *OneNote 2013 For Dummies* gets you up and running with OneNote quickly and easily *Office 2013 All-In-One Absolute Beginner's Guide* Patrice-Anne Rutledge,2013-08-08 Make the most of Office 2013 without becoming a technical expert This book is the fastest way to create edit format build review and share virtually any form of Office content Even if you ve never used Office before

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SharePoint 2013 Field Guide Errin O'Connor, 2014-05-27

Covers SharePoint 2013 Office 365's SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O'Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O'Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365's SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It's like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24-36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100,000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and/or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations

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Tony Smith,2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides

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examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment *Promoting Global Competencies Through Media Literacy* Yildiz, Melda N., Funk, Steven S., De Abreu, Belinha S., 2017-11-30 It is imperative that the 21st century population develops media literacy competence at several levels Schools possess a crucial role in achieving these competencies and as such teachers need to be equipped with effective methods and training *Promoting Global Competencies Through Media Literacy* is an advanced reference publication featuring the latest scholarly research on transdisciplinary and transformative assessment practices from primary level to university level educational settings Including coverage on a broad range of topics such as digital storytelling virtual environment and cross cultural communication this book is ideally designed for academicians researchers and librarians seeking current research on current trends in media literacy in educational settings Office 2013 Bible Lisa A. Bucki, John Walkenbach, Michael Alexander, Richard Kusleika, Faithe Wempen, 2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power packed reference **ComputerBild No01-02/2014** ИД «Бурда», 2014-10-10 ComputerBild 16 2006 DVD The UDL Educational Technology Guide 2020 John F. O'Sullivan, 2019-09-01 This is the most comprehensive educational technology guide for special education The best technologies are highlighted in each chapter You can completely transform your teaching practices with the technologies within this book You will learn about the best technologies for executive function visual impairment learning disabilities speech and language and technology for engaging hands on projects for special needs students Only the very best technology makes the book The information in the book is based on many years of research **Microsoft Office for iPad** Tom Negrino, 2014-08-20 The long awaited version of Microsoft Office for the iPad gives Office users the opportunity to use Excel

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The Challenges of the Digital Transformation in Education Michael E. Auer,Thrasyvoulos Tsiatsos,2019-03-15 This book offers the latest research and new perspectives on Interactive Collaborative Learning and Engineering Pedagogy We are currently witnessing a significant transformation in education and in order to face today s real world challenges higher education has to find innovative ways to quickly respond to these new needs Addressing these aspects was the chief aim of the 21st International Conference on Interactive Collaborative Learning ICL2018 which was held on Kos Island Greece from September 25 to 28 2018 Since being founded in 1998 the conference has been devoted to new approaches in learning with a special focus on collaborative learning Today the ICL conferences offer a forum for exchanging information on relevant trends and research results as well as sharing practical experiences in learning and engineering pedagogy This book includes papers in the fields of Collaborative Learning Computer Aided Language Learning CALL Educational Virtual Environments Engineering Pedagogy Education Game based Learning K 12 and Pre College Programs Mobile Learning Environments Applications It will benefit a broad readership including policymakers educators researchers in pedagogy and learning theory school teachers the learning industry further education lecturers etc

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