



OneNote 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc.

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft OneNote 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

- Navigating Notebooks
- Saving in OneNote
- Sections and Pages
- Adding a Section
- Adding a Page
- Deleting a Section or Page
- Moving or Copying a Section or Page
- Renaming a Section
- Renaming a Page
- Selecting Multiple Containers or Objects
- Creating Text Notes
- Moving Text Notes on a Page
- Merging Text Notes
- Unfiled Quick Notes
- Creating Tables
- Working With Image-Based Notes
- Creating an Audio or Video Note
- Creating a Handwritten Note or Sketch
- Deleting a Hand Drawn Character or Shape
- Inserting Images Screen Clips
- Sizing Images
- Creating Hyperlinks
- Attaching a File
- Sending to OneNote
- Adding Tags
- Add Tasks to OneNote
- Searching in OneNote
- Searching for Text
- Searching for Tags
- Searching for Audio and Video Notes
- The Search Results Pane
- Creating a Shared Notebook
- Turning Synchronization Off
- Turning Synchronization On/Manual Synchronization

Editing and Reading Shared Notebooks

Also includes a list of keyboard shortcuts.

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Carolyn Alcantara:

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