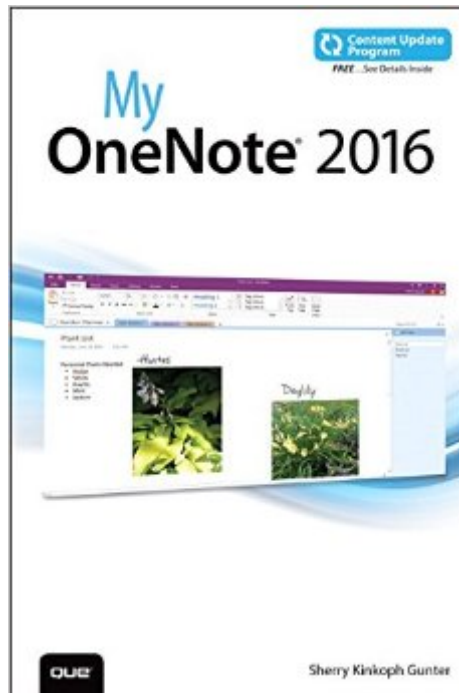


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# My OneNote 2016 (includes Content Update Program)



## Synopsis

If you're currently a OneNote user or thinking about upgrading to the latest version, My OneNote 2016 is your must-have companion. This friendly, quick, full-color, 100% practical tutorial walks you through the various tasks for building your own digital notebooks and filling them with notes, ideas, resources, artwork, lists, and more. If you're ready to organize your note-taking projects, then My OneNote 2016 is ready to help. In addition, this book is part of Que's Content Update Program. As Microsoft updates features of OneNote 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. My OneNote 2016 is an easy, full-color tutorial on the latest personal information management program from Microsoft, which covers the following topics: Start fast with OneNote on your computer, laptop, or smartphone Customize OneNote to your personal note-taking style Create, manage, and edit notebooks Organize notes into sections, pages, and subpages Quickly add and create content, including audio and video clips and photos Search, tag, and index your notes so you can find anything fast Share notes and notebooks with colleagues--even in real time Build outlines, tables, and spreadsheets in your note pages Draw pictures and handwrite text--or even equations Research and clip web content into your notebooks Add links to files, web pages, and other notebooks Store notebooks in the cloud and access them anywhere Synchronize notebooks you've shared Open notebooks using the OneNote Online web app Every task is presented step-by-step, using carefully annotated, colorful screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get started quickly. Throughout, the book is packed with helpful tips, lists, and quick solutions to the problems you're most likely to encounter. How to access the Web Edition: Follow the instructions in the book to learn how to register your book to access the FREE Web Edition.

## Book Information

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## Customer Reviews

Because I am using Windows 10 and Office 2016 (Office 365) I wanted a quick and easy book to introduce me to OneNote2016 along the lines of Microsoft's "Step By Step" books. As "My OneNote 2016" became available first, I took a stab at it - absolutely no regrets and now I'm happily using it. With Windows 10 & Office 365 sync on my office pc, my home notebook and my Surface Pro3 - I feel "complete". My only regret is I have become too accustomed to my Samsung handphone and I didn't like Microsoft's Lumia (also release so late after Windows 10) - otherwise I would have been perfectly sync anytime anywhere. sigh

Great book...was able to get up and running in under 30 minutes. Also helped me learn some things I didn't know.

Finally I have a book that makes some of even the most sophisticated aspects of OneNote understandable!

Great little book for learning OneNote 2016 quickly.

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