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Barton Gross

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If you are a busy person who does a lot of note-taking either for professional or personal reasons, but you consider yourself to be a computer dummy who has no clue about digital notepads, then the Microsoft OneNote software would be perfect for you. This free, extremely easy to use and quite comprehensible note-taking program is much more than merely a note-taking service. It actually contains a number of unique and extremely useful features that you will not find with any other word processor. Use it on your computer, laptop or on your mobile devices and see for yourself that it is really the "hidden gem" of Microsoft Office.

Not only will you be able to store your notes, but you will also be able to share them with other recipients via the web, embed any kind of file, even audio and video recordings, within your notes, make pictures, handwritten notes and audio material searchable, convert math equations into text and all of that without having to press the Save button as OneNote saves everything automatically for you. Learn in detail about all these exceptional OneNote features and even more with this book.

Here is what you will learn after reading this book:

- The 10 key benefits that will certainly make you choose OneNote, rather than any other word processor
- The 12 basic and simple lessons for Microsoft OneNote that even dummies can master

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