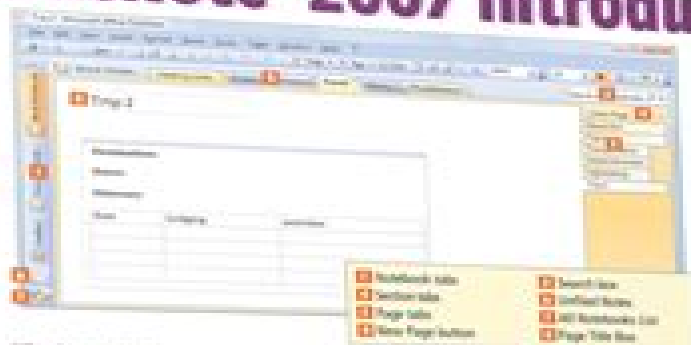


OneNote 2007 Introduction



Office OneNote 2007 is a program that uses digital notebooks to provide you with one place to gather related notes and information in a variety of formats, including text and media files. Notebooks are divided into sections, and sections into pages. OneNote 2007 also has powerful search capabilities for retrieving your information, and notebooks sharing for collaborative work over the Internet in a local network.

Navigating Notebooks

Notebook tabs **1** list down the left and show notebooks that are currently open. The default notebooks are Work and Personal, but you may rename these.

- To select a notebook, (Click) on one of the tabs.
- To expand the notebook tabs area, (Click) **2** at the top. The pane now shows notebooks, as well as the sections headings they contain.

Opening an Existing Notebook

To open a notebook that is not currently shown on the navigation bar, choose **FILE > OPEN > NOTEBOOK**, and navigate to the location where your notebooks are stored.

Creating a Notebook

1. Choose **FILE > NEW > NOTEBOOK**, or (Right Click) on the notebook tabs area and choose **NEW NOTEBOOK**, or (Click) the drop-down arrow of **3** and select **NOTEBOOK**.
2. By default, a Work notebook is selected. Choose a template in the **FROM TEMPLATE** list, if desired.
3. Type a name for the notebook in the **NAMES** box, specify **COLOR** if desired, and (Click) **NEXT**.
4. Confirm whether you will use this notebook ONLY on the CURRENT COMPUTER, OR MULTIPLE COMPUTERS, and select **YES** if you intend to share it. If the notebook will be shared, specify where it will be shared (Click) **NEXT**.
5. Confirm the location for the new notebook. If sharing, choose whether to send an email with a link to the notebook. (Click) **CREATE**.
6. New blank notebooks have one section, containing one blank, untitled page.

Saving in OneNote

OneNote saves notes automatically as they are created, so there is no need to save manually. OneNote also saves a backup copy of your notebook after each session, always keeping the most recent backup when it saves a newer copy. To access the previous copy, choose **FILE > OPEN BACKUP**.

Sections and Pages

Sections are like folders in a binder. Section tabs **2** are across the top of the notebook. Notebooks created from templates may already contain several sections.

The pages of the currently selected section are shown as tabs on the right **3**.

Adding a Section

Choose **FILE > NEW > SECTION**, or (Right Click) on the section tabs and choose **NEW SECTION**, or (Click) **4** on the toolbar.

Adding a Page

- Press **Ctrl+N**, or (Click) the **NEW PAGE** button **5** at the top of the page tab section, or (Click) the drop-down arrow of **6** and select **PAGE**.
- To create a new page from a template, (Click) the drop-down arrow of the **NEW PAGE** button **5** and select a template.

Deleting a Section or Page

(Right Click) on the section or page tab, and choose **DELETE**.

Renaming a Section

(Right Click) on the section tab, and choose **RENAME**.

Renaming a Page

Type the name in the title box **8** at the top of the page.

Moving a Section

(Drag) the section tab to the desired location.

Moving a section to a different notebook

1. (Right Click) on the section tab, and choose **MOVE**.
2. Expand the notebook you would like to move to, select the section next to where the new section should go, and (Click) **MOVE HERE** or **MOVE HERE**.
- Or, (Drag) the section tab and hover over the destination notebook tab until it displays a section list, then continue (Dragging) within the section list to the desired location.

Moving a Page

- (Drag) the page tab to the desired location.
- To move multiple pages at once, **Ctrl+Click** on individual page tabs, then (Drag) any of the selected tabs to move all of them.

To move a page to a different section

(Drag) the page tab and hover over the destination section tab until it opens, then continue (Dragging) until the insertion bar is where you would like to move the page.

To move or copy a page to a different notebook

1. (Right Click) on the page tab, and choose **MOVE TO > ANOTHER NOTEBOOK**.
2. Select the section of the new notebook that you would like to move the page(s) to, or select the notebook and (Click) **CREATE NEW SECTION**.
3. (Click) **MORE** or **COPY**.
- Or, (Drag) the page tab and hover over the destination notebook tab until the tab displays sections, then continue (Dragging) to the desired section, then continue (Dragging) into the list of pages.

Creating Text Notes

- To create a text note, (Click) anywhere on the open page and begin typing.
- Each new note is automatically created in a separate text box, or text container. The text container appears on a page whenever you move the pointer over them or when you click on a page and begin typing.

To create a text note when OneNote is not open

1. (Click) the OneNote icon **9** on the Windows Notification Area bottom right of screen, next to the clock to open a text box, or a blank untitled note, without first starting OneNote.
2. Type your note as usual, then close the window. When you next open OneNote, you will find your note on a new page in the initial Notes section.

Notes: The icon can be set to open a text box, or the OneNote program. (Right Click) the icon and choose **OPTIONS > CUSTOMIZE ICON-BEHAVIOR** to change this.

Moving Text Notes

- (Drag) the note to the top of the list, where your notes become a 4-headed arrow, to the new location.
- To move or copy the notes to new pages, (Click) on the toolbar to select the note, then set **Ctrl+C** to copy **Ctrl+V** to paste the note on a new page and paste **Ctrl+D**.

Merging Text Notes

You can merge the contents of two or more notes by pressing **Ctrl+M** while (Dragging) one note over another.

Creating Tables

1. (Click) where you want the table to appear.
2. Choose **TABLE > INSERT TABLE**.
3. Select the desired number of ROWS and COLUMNS, Or,

1. (Click) where you want the table to appear.
2. (Click) **1** and select the desired number of rows and columns, up to 4 by 5.

To quickly create a table on the fly

1. (Click) where you want the table to appear.
2. Type the text for the first column heading.
3. Press **Ctrl+M**.
4. Type additional column headings, pressing **Ctrl+M** after each.
5. To create and move to a new row, press **Ctrl+Enter** when in the last cell of the table.
6. To insert a column to the left or right, press **Ctrl+Alt+L** or **Ctrl+Alt+R**.

Keyboard Shortcuts

Expand/collapse full page view	F11
Open a new OneNote window	Ctrl+N
Open a small OneNote window to create a table	Ctrl+Alt+N
Move the current page	Ctrl+P
Add a new page at the end of the current section	Ctrl+R
Add a new subpage to the current group of pages	Ctrl+Shift+R
Go to the ...	Ctrl+Tab
Next section	Ctrl+Tab
Previous section	Ctrl+Shift+Tab
Next or previous page in the section	Ctrl+Page Down or Ctrl+Page Up
First or last page in the section	Alt+Home or Alt+End
First or last page in the currently visible set of page tabs	Alt+Page Up or Alt+Page Down

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The Lawyer's Guide to Microsoft Outlook 2007 Ben M. Schorr, 2008 Outlook is the most used application in Microsoft Office but are you using it to your greatest advantage The Lawyer's Guide to Microsoft Outlook 2007 is the only guide written specifically for lawyers to help you be more productive more efficient and more successful More than just email Outlook is also a powerful task contact and scheduling manager that will improve your practice From helping you log and track phone calls meetings and correspondence to archiving closed case material in one easy to store location this book unlocks the secrets of underappreciated features that you will use every day Written in plain language by a twenty year veteran of law office technology and ABA member you ll find Tips and tricks to effectively transfer information between all components of the software The eight new features in Outlook 2007 that lawyers will love A tour of major product features and how lawyers can best use them Mistakes lawyers should avoid when using Outlook What to do when you re away from the office

Straight to the Point : Microsoft Office 2007 Dinesh Maidasani, 2008 *SharePoint 2007: The Definitive Guide* James Pyles, Christopher M. Buechler, Bob Fox, Murray Gordon, Michael Lotter, Jason Medero, Nilesh Mehta, Joris Poelmans, Christopher Pragash, Piotr Prussak, Christopher J. Regan, 2007-09-24 For any organization that wants to use Windows SharePoint Services to share and collaborate on Microsoft Office documents this book shows administrators of all levels how to get up and running with this powerful and popular set of collaboration tools Microsoft Windows SharePoint Services technology in Office 2007 is an integrated set of services designed to connect people information processes and systems both within and beyond the organizational firewall SharePoint 2007 The Definitive Guide provides a detailed discussion of all Sharepoint features applications and extensions You learn how to build Sharepoint sites and site collections along with ways to administrate secure and extend Sharepoint This book teaches you how to Get up to speed on SharePoint including ways to create lists libraries discussions and surveys Integrate email use web parts track changes with RSS and use database reporting services Customize your personal site create sites and areas and organize site collections Integrate with Office applications including Excel Word Outlook Picture Manager and InfoPath Install deploy maintain and secure SharePoint Brand a portal using your corporate style sheet designing templates and building site definitions Extend SitePoint such as creating client side and server side web parts using the SharePoint class library and SharePoint web services Each chapter starts with a guide that lets you know what it covers before you dive in The book also features a detailed reference section that includes information on compatibility command line utilities services and CSS styles Why wait Get a hold of SharePoint 2007 The Definitive Guide today **Tourist Guide** Mr. Rohit Manglik, 2023-06-23 Skills knowledge and ethical responsibilities of professional tour guides **Microsoft Office 2007 for Windows** Steve Schwartz, 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new

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Beginning SharePoint 2007

Administration Göran Husman, 2007-06-15 While the main focus of this book is on SharePoint administration you will also learn how to customize SharePoint by creating templates and using SharePoint Designer to enhance the look and feel of SharePoint sites Microsoft MVP and author Göran Husman explores the differences between Microsoft Office SharePoint Server MOSS and Windows SharePoint Services WSS helps you decide if you need only WSS or if you should also implement MOSS and much more *Student Guide Series : Microsoft Office Excel 2007* , **Office and SharePoint 2007 User's Guide** Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It 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 **First Look 2007 Microsoft Office System** Katherine Murray, 2006 This book looks at the new version of Microsoft Windows Office Microsoft Office 365 Guide Kevin Pitch, EXCLUSIVE BONUS ACCESSIBLE VIA QR CODE IN THE PAPERBACK EDITION Ever pondered how mastering Microsoft 365 could boost your career enhancing your productivity and turning you into an indispensable team member It's an enticing thought yet perhaps you've hesitated fearing it might be too complex or time consuming One major drain on productivity in both professional and personal settings is the repetitive nature of tasks leading to dwindling efficiency and escalating frustration Today the hunt is on for individuals skilled in Microsoft 365 to optimize operations yet those truly adept are rare gems Hence this proficiency is increasingly in demand and highly valued Here is your opportunity to transform Introducing a comprehensive step by step exploration of the Microsoft 365 suite encompassing Word Excel PowerPoint Teams OneNote OneDrive Publisher Access Outlook and SharePoint This guide is a powerhouse of over 500 pages combining ten books in one It's expertly crafted for all blending straightforward explanations enriching images and rapid learning strategies With this guide you won't just become familiar with the software you'll evolve into the Microsoft 365 whizz every organization covets Here's a glimpse of the value you'll unlock CAREER PROGRESSION Elevate your efficiency standing out as a top performer and gaining recognition from your superiors PRODUCTIVITY GAIN Curtail time spent on monotonous manual tasks by

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