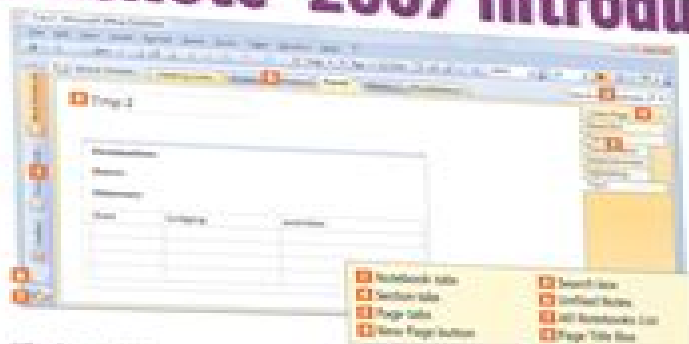


OneNote® 2007 Introduction



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 or 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** **3** **NOTEBOOK**, and navigate to the location where your notebooks are stored.

Creating a Notebook

1. Choose **FILE**, **NEW** **4** **NOTEBOOK**, or (Right-Click) on the notebook tabs area and choose **NEW NOTEBOOK**, or (Click) the drop-down arrow of **5** **NEW**, and select **NOTEBOOK**.
2. By default, a blank notebook is selected. Choose a template in the **FROM TEMPLATE** list, if desired.
3. Type a name for the notebook in the **NAME** box, specify **COLOR** if desired, and (Click) **NEXT**.
4. Confirm whether you will use this notebook **ONLY ON THE CURRENT COMPUTER**, **ON MULTIPLE COMPUTERS**, and/or **ON THE INTERNET**. 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** **NOTEBOOK**.

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** **5** **SECTION**, or (Right-Click) on the section tabs and choose **NEW SECTION**, or (Click) **6** **NEW**, on the toolbar.

Adding a Page

- Press <Ctrl>N, or (Click) the **NEW PAGE** button **4** at the top of the page tabs section, or (Click) the drop-down arrow of **5** **NEW**, and select **PAGE**.
- To create a new page from a template, (Click) the drop-down arrow of the **NEW PAGE** button **4**, 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** (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(s) and hover over the destination section tab until it appears, then continue (Dragging) until the location bar is where you would like to move the list of pages.

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) **MOVE** or **COPY**.
- Or, (Drag) the page tab(s) 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 note that is automatically created in a separate text box, or from a template. The note contains a page number whenever you move the pointer over them to show you that you are on a page and begin typing.

To create a text note when OneNote is not open

1. (Click) the OneNote icon **1** in the Windows Notification Area (bottom right of screen, next to the clock) to open a task bar, 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 as a new page in the untitled Notes section.

Notes: The icon can be set to open a task bar, or the OneNote program. (Right-Click) the icon and choose **OPTIONS** **4** (or **CONTEXT** **ICON** **CONTEXT**) to change this.

Moving Text Notes

- (Drag) the note to the top of the list, where you want to insert a 4-headed arrow, to the new location.
- To move or copy the entire content page, (Click) on the toolbar to select the note, then on <Ctrl>C or <Ctrl>V, go to the new page and paste <Ctrl>V.

Merging Text Notes

You can merge the contents of two or more notes by pressing <Shift> 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 4 by 5.
4. (Click) where you want the table to appear.
5. (Click) **6** 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 <Tab>.
4. Type additional column headings, pressing <Tab> after each.
5. To create and move to a new row, press <Enter> when in the last cell of the table.
6. To insert a column to the left or right, press <Ctrl>A or <Ctrl>B.

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+Shift+N
Print the current page	Ctrl+P
Add a new page at the end of the current section	Ctrl+B
Add a new subpage to the current group of pages	Ctrl+Shift+B
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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Ms Onenote 2007 Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Ms Onenote 2007 Guide : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and suspenseful novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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