



## The OneNote Program Screen



## Keyboard Shortcuts

General	
Create an item.....	Alt - N
Open a section.....	Ctrl - O
Create new page.....	Ctrl - N
Create new subpage.....	Ctrl - Shift - Alt - N
Print page.....	Ctrl - P
Undo.....	Ctrl - Z
Redo.....	Ctrl - Y
Help.....	F1
Full page view.....	F11
Task pane.....	Ctrl - F1
Create an Outlook task.....	Ctrl - Shift - S
Insert a link.....	Ctrl - K
Email page.....	Ctrl - Shift - E
Select page.....	Ctrl - Shift - A
Sync shared notebooks.....	F9
Navigating	
Next section.....	Ctrl - Tab
Previous section.....	Ctrl - Shift - Tab
Open new window.....	Ctrl - M
Open Side Note window.....	Ctrl - Shift - M
Editing	
Cut.....	Ctrl - X
Copy.....	Ctrl - C
Paste.....	Ctrl - V
Bold.....	Ctrl - B
Italic.....	Ctrl - I
Underline.....	Ctrl - U
Highlight.....	Ctrl - Shift - H
Font Task pane.....	Ctrl - D
Check spelling.....	F7
Tags	
To Do.....	Ctrl - 1
Important.....	Ctrl - 2
Question.....	Ctrl - 3
Remember for later.....	Ctrl - 4
Definition.....	Ctrl - 5
Remove all note tags.....	Ctrl - 0

## Getting Started

**Open an Existing Notebook:** Click the **File** tab, click **Open**, select a save location, and click the notebook.

**Create a New Notebook:** Click the **File** tab, click **New**, and select a save location. Type a name in the **Notebook Name** field and click **Create**.

**Close a Notebook:** Click the **File** tab, click the **Settings** button next to the notebook you want to close, and select **Close**.

**Add a Section:** Click the **Create New Section** **+** button to the right of existing sections, type a section name, and click outside the tabs.

**Move a Section:** Click a section tab and drag it to a new location.

**Delete a Section:** Right-click a section tab and select **Delete** **X**.

**Add a Section Group:** Right-click in the blank space next to the existing sections, select **New Section Group**, and type a new name for the group.

**Add Sections to a Section Group:** Click a section tab and drag it over the section group.

**Add a Page:** Click the **Add Page** **+** button above existing page tabs and type a page name.

**Move a Page:** Click a page tab and drag it to a new location.

**Create a Subpage:** Select one or more page tabs, right-click the selected page tab(s), and select **Make Subpage** **->**.

**Delete a Page:** Right-click a page or page tab and select **Delete** **X**.

**Change a Notebook's Name:** Click the **File** tab, click the **Settings** button, and select **Properties** **T**. Click in the **Display name** field, type a name, and click **OK**.

**Change a Notebook's Color:** Click the **File** tab, click the **Settings** button, and select **Properties** **T**. Click the **Color** list arrow, select a new color, and click **OK**.

**Restore Deleted Items:** Click the **History** tab and click the **Notebook Recycle Bin** **🗑** button. Click the current notebook's list arrow and click the **Pin Notebook Pane to Side** **📌** button. Expand the notebook's sections. Click and drag deleted pages or sections to an open notebook.

# Microsoft Onenote Quick Reference Guide

**PT Brinkman**



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Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index **Microsoft Office System Step by Step** Curtis Frye, Online Training Solutions (Firm), 2004 Provides instruction in the features and functions of Access Excel FrontPage Outlook PowerPoint Publisher and Word as well as two new applications Microsoft InfoPath and OneNote and the new integration features of the new version of the Office suite

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