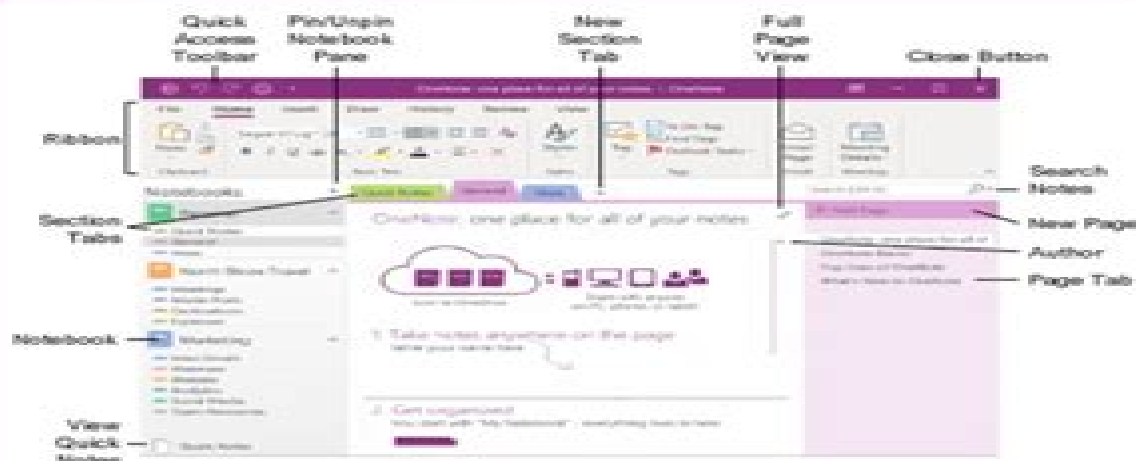




Microsoft® OneNote Quick Reference Guide

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** **B** button. Click the current notebook's list arrow and click the **Pin Notebook Pane to Side** **P** button. Expand the notebook's sections. Click and drag deleted pages or sections to an open notebook.



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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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Table of Contents Microsoft Onenote Quick Reference Guide

1. Understanding the eBook Microsoft Onenote Quick Reference Guide
 - The Rise of Digital Reading Microsoft Onenote Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Onenote Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Onenote Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Onenote Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Onenote Quick Reference Guide User Reviews and Ratings

- Microsoft Onenote Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Onenote Quick Reference Guide Free and Paid eBooks
 - Microsoft Onenote Quick Reference Guide Public Domain eBooks
 - Microsoft Onenote Quick Reference Guide eBook Subscription Services
 - Microsoft Onenote Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Onenote Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Onenote Quick Reference Guide Compatibility with Devices
 - Microsoft Onenote Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Onenote Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Onenote Quick Reference Guide
 - Interactive Elements Microsoft Onenote Quick Reference Guide
- 8. Staying Engaged with Microsoft Onenote Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Onenote Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Onenote Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Onenote Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Onenote Quick Reference Guide
 - Setting Reading Goals Microsoft Onenote Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Onenote Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Onenote Quick Reference Guide
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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