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The OneNote Program Screen



Getting Started

Open on Existing Notebook, Click the File tab, click Open, select a save location, and click the rotebook.

Create a New Notebook. Click the File tab, click Name, and select a save boaton. Type a name in the Notebook Name feld and click Create.

Dose a Motadoook Click the File tab, click the Settings button sed 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.

Section + button to the right of existing sections, type a section name, and click outside the tab.

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

Detries a Section. Right-click a section tab and talect Detects.

Add a flection 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 Flogs: 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 is Sufficient. Select one or more page table, right-click the selected page tablit), 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 tast, click the Settlings button, and select

Properties F. Click in the Display name feld, type a name, and click OK.

Change a Norte-book's Color Click the File tab, click the Settings button, and select

Properties E. Click the Color list arrow, select a rew color, and click OK.

Henton Deleted Remo: Click the History tabland click the Netebook Recycle Sin || button. Click the current notabook's list amov and click the Pin Notabook's sections. Click "button. Expand the rotebook's sections. Click and drag deleted pages or sections to an open notabook.

Keyboard Shortcuts

General	
Create an term.	AR - N
Open a section	Ctrl - O
Creote new page	Ctrl - N
Create new subpage	Ctrl - Shift - Alt - N
Print page	Ctrl - P
Umbo	Ctrl - Z
Redo	Ctrl - Y
Help	P1
Full page view	F11
Tank pene	Ctrl - F1
Create an Outlook task	Ctrl - Shift
Import a link	Ctrl - K
Ernol page	Ctrl - Shift
Select page	Ctrl - Shift
	- A
Sync shared notebooks	P9

Navigating

Ned section	Ctrl - Tab
Previous section	Ctrl + Shift
Open new window	Ctrl + M
Open Side Note window	Ctrl - Shift

Editing

Cut		 Ctrl + X
Copy		Ctrl + C
Physike		Ctrl+V
Blocket		Ctrt+ B
Ballio	- 22	Christian.
Underline		Ctrl+U
Highlight		Ctrl + Shift • H
Font Task p	mine	Ctrl + D
Check spell	ing.	FT

Tage

To Do		 Carl + 1
important		 Ctrl + 2
Quention		Ctrl + 3
Reminded	Spr. Inher	 Ctrl + 4
Definition		 Ctrl + 5
Remove all	moter tings.	Ctrl + 0

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Connie Clark

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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
 - o 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
 - o 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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