



Microsoft®

# OneNote

## Quick Reference Guide

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### The OneNote Program Screen



### 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.

### 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



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# Microsoft Onenote Quick Reference Guide

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*OneNote 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff, 2010-10-30 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office OneNote 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Navigating Notebooks Opening and Existing Notebook Creating a Notebook Saving in OneNote Sections and Pages Adding a Section Adding a Page Deleting a Section or Page Moving or Copying a Section Moving a Page Renaming a Section Renaming a Page Creating Text Notes Moving Text Notes Merging Text Notes Creating Tables Working With Image Based Notes Screen Clips Creating an Audio or Video Note Unfiled Notes Sending to OneNote Adding Tags Add Tasks to OneNote Searching in OneNote Searching for Text Searching for Tags Searching for Audio and Video Notes The Search Results Pane Creating a Shared Notebook Turning Synchronization Off Turning Synchronization On Manual Synchronization Editing and Reading Shared Notebooks Password Protecting a Section Docking OneNote Taking Linked Notes

Microsoft Office OneNote 2003 for Windows Todd Carter, Diane Poremsky, 2003-12 In these pages readers will find everything they need to dive in to the program that answers their demands for a more effective way to integrate the note taking process with today s electronic documents With an interface that resembles a tabbed notebook OneNote mimics pen and paper based note taking but brings a whole new level of efficiency to the process

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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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