



Microsoft®

# OneNote

## Quick Reference Guide

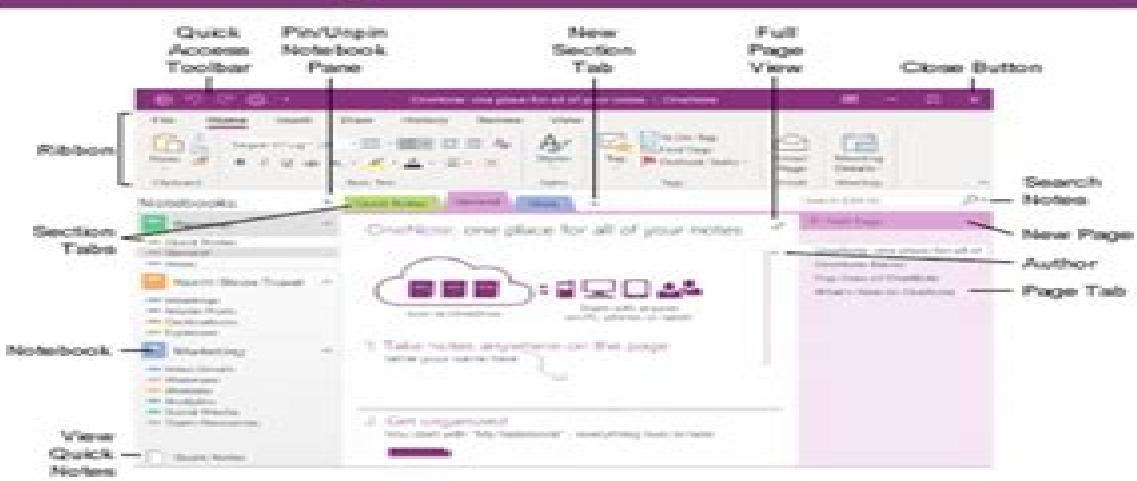
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### The OneNote Program Screen



### 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 tab.

**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** ↗. 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** ↗. 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** X button. Click the current notebook's list arrow and click the **Pin Notebook: Page 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
E-mail 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 Notes 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 + M
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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### **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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