



Microsoft®

# OneNote

## Quick Reference Guide

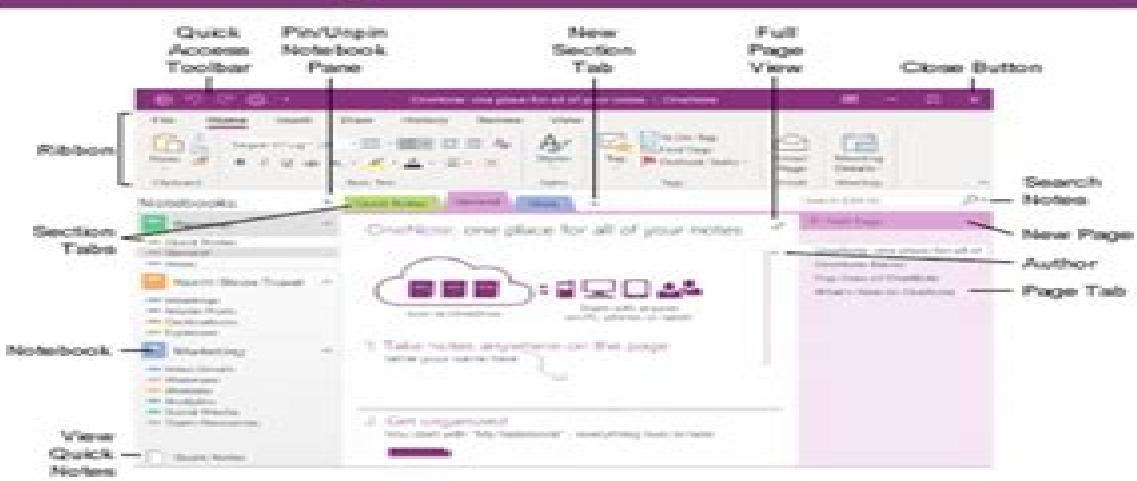
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### The OneNote Program Screen



### 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

# Microsoft Onenote Quick Reference Guide

**TeachUcomp**

## **Microsoft Onenote Quick Reference Guide:**

**Microsoft OneNote User Guide 2026 Edition** Ethan J. Collins, Ever scribbled a brilliant idea on a napkin only to lose it forever Microsoft OneNote is your digital vault for capturing thoughts projects and inspirations without the messbut unlocking its magic requires the right map The Microsoft OneNote User Guide 2026 Edition delivers just that intuitive lessons annotated screenshots and clever workflows for the 2026 updates like enhanced AI tagging and cross app syncing Ideal for students brainstorming essays teams collaborating on projects or creatives juggling ideas this guide transforms scattered notes into a symphony of productivity Unlock these essentials Build notebooks sections and pages with drag and drop ease and search anywhere power Embed audio drawings and web clips for multimedia notes that spring to life Tag link and share for seamless team hand offs and personal knowledge bases Integrate with Outlook and Teams for auto captured meetings and tasks Use math tools and ink to text for quick calculations and handwritten genius With generous visuals template starters and troubleshooting gems this book makes note taking addictive Envision a searchable brain dump where every gem is at your fingertips creativity unchained Ditch the digital clutter embrace organized brilliance Order now and note your way to peak performance Written by an organization expert who s helped thousands build unbreakable knowledge systems

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**Absolute Beginner's Guide to Microsoft Office OneNote 2003**

Patricia Cardoza,2004 OneNote offers the flexibility of a paper notebook and the power of digital note taking all explored in this beginner s guide It begins by explaining what OneNote is and why a consumer would want to buy it The book continues to show the reader how to type in his first note use the pen organize notes draw pictures add audio and much more

**Microsoft OneNote 2013 Introductory Quick Reference Guide Laminated Cheat Sheet** TeachUcomp,2014-10-06

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**Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**  
Beezix Software Services, 2016-01-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft OneNote 2016 Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using OneNote 2016 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 About OneNote Navigating Notebooks Saving in OneNote Sections and Pages Adding a Section Deleting a Section or Page Moving or Copying a Section or Page Renaming a Section Renaming a Page Selecting Multiple Containers or Objects Creating Text Notes Moving Text Notes on a Page Merging Text Notes Unfiled Quick Notes Creating Tables Working With Image Based Notes Creating an Audio or Video Note Emailing a New Note to OneNote Creating a Handwritten Note or Sketch Deleting a Hand Drawn Character or Shape Inserting Images Screen Clips Sizing Images Creating Hyperlinks Attaching a File Sending to OneNote Adding Tags Adding Tasks to Outlook 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 Also includes a list of keyboard shortcuts

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**Microsoft Windows XP and OneNote** Nevada Learning Series Inc,2006

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**Technical Recruitment Exam 2nd Edition** Disha Experts,2018-11-19 The 2nd edition of the Guide to RRB Non Technical Recruitment Exam provides the 2017 Solved Papers of Stage I II The book has 4 sections General Intelligence Reasoning General Awareness General Science and Arithmetic Each section is further divided into chapters which contains theory explaining the concepts involved followed by MCQ exercises The detailed solutions to all the questions are provided at the end of each chapter The General Science section provides material for Physics Chemistry and Biology till class 10 There is a special chapter created on Railways in the general awareness section The book covers 100% syllabus as prescribed in the notification of the RRB exam

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anyone trying to stay organized this cheat sheet is your all in one companion for getting the most out of Microsoft OneNote

**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

### **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

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