



Microsoft®

# OneNote

## Quick Reference Guide

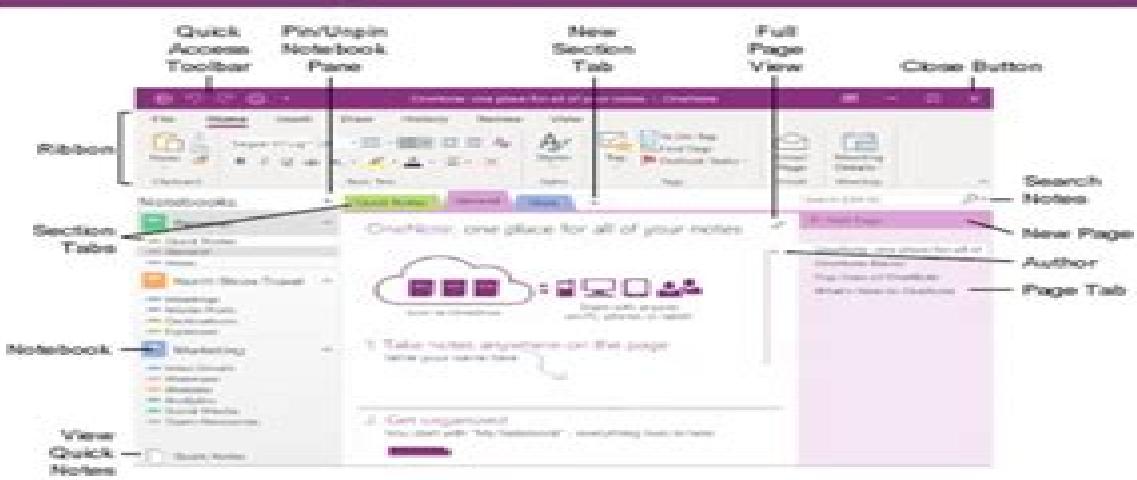
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### The OneNote Program Screen



### 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

**Siddappa N.Byrareddy**

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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

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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

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**Work Smarter with Microsoft OneNote** Connie Clark,2022-04-29

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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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