



Microsoft®

OneNote

Quick Reference Guide

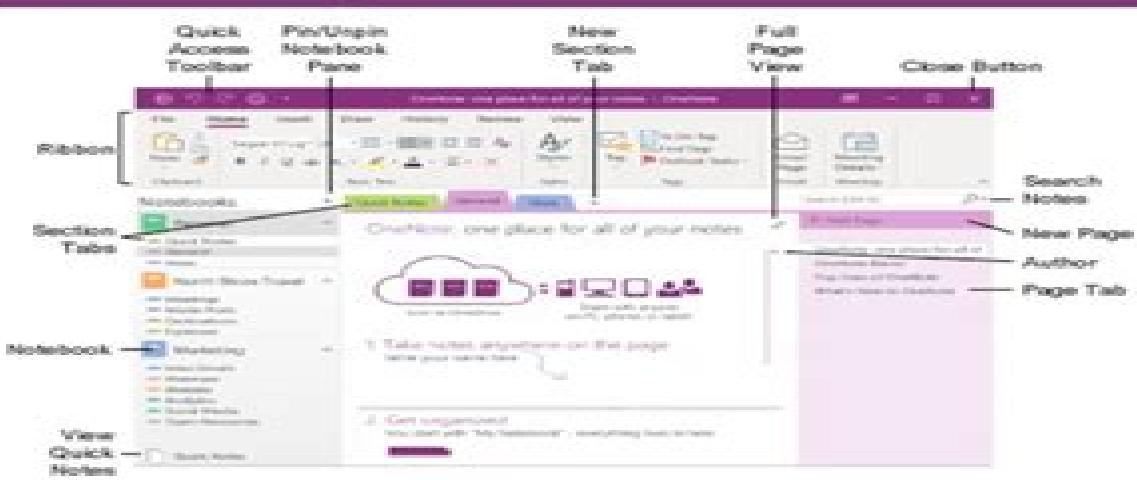
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The OneNote Program Screen



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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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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web put your arms in front of your body with elbows slightly bent pull theraband outwards across your chest hold for 3 seconds slowly return to starting position repeat 10 times shoulder flexion sit or stand with theraband held at hip or waist height point your thumb toward the ceiling

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