



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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