



Microsoft®

OneNote

Quick Reference Guide

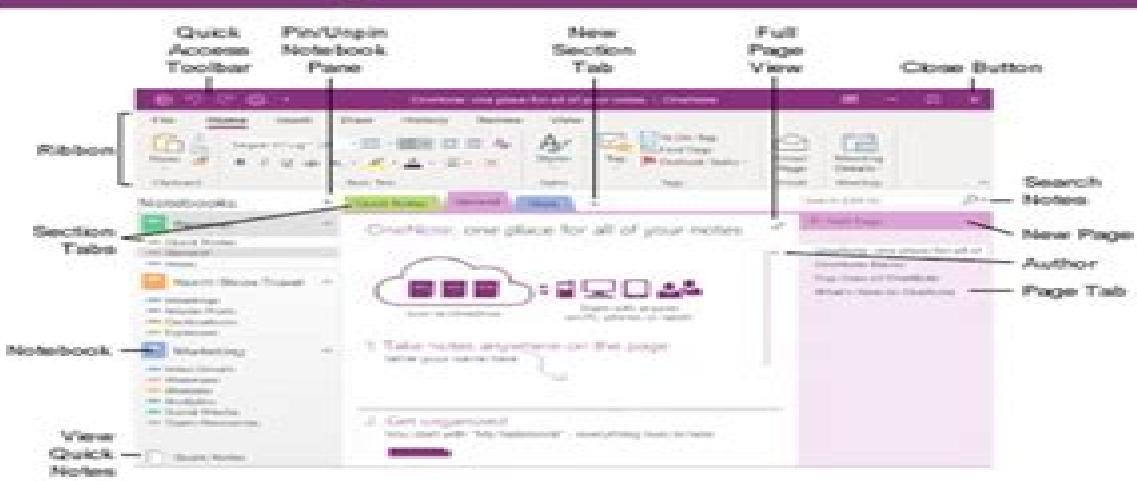
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The OneNote Program Screen



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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