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The OneNote Program Screen

Quick Access Toolbar · Pin/Unpin Notebook Pane · New Section Tab · Full Page View · Close Button

Ribbon · Section Tabs · Notebook · View Quick Notes

Search Notes · New Page · Author · Page Tab
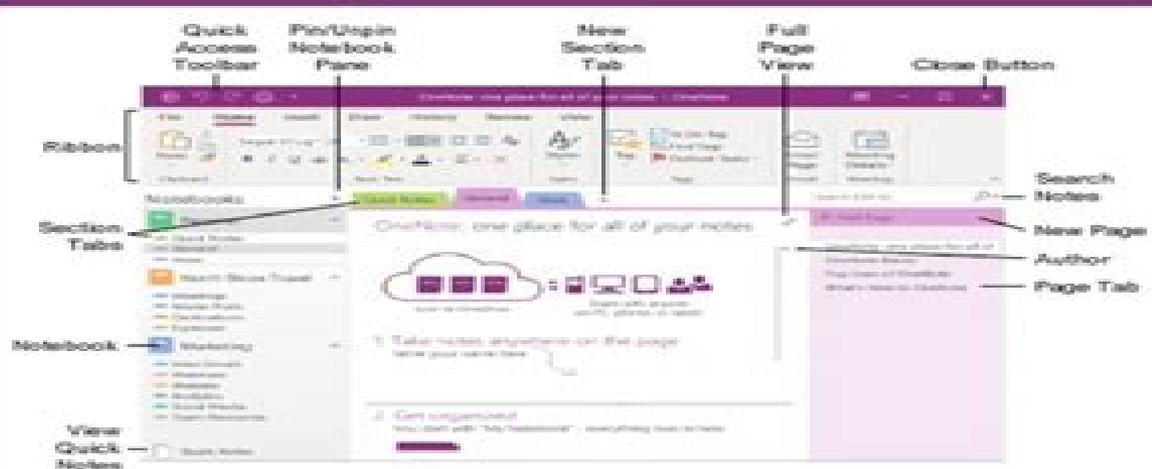
Keyboard Shortcuts

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

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**.

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**.

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** 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.

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