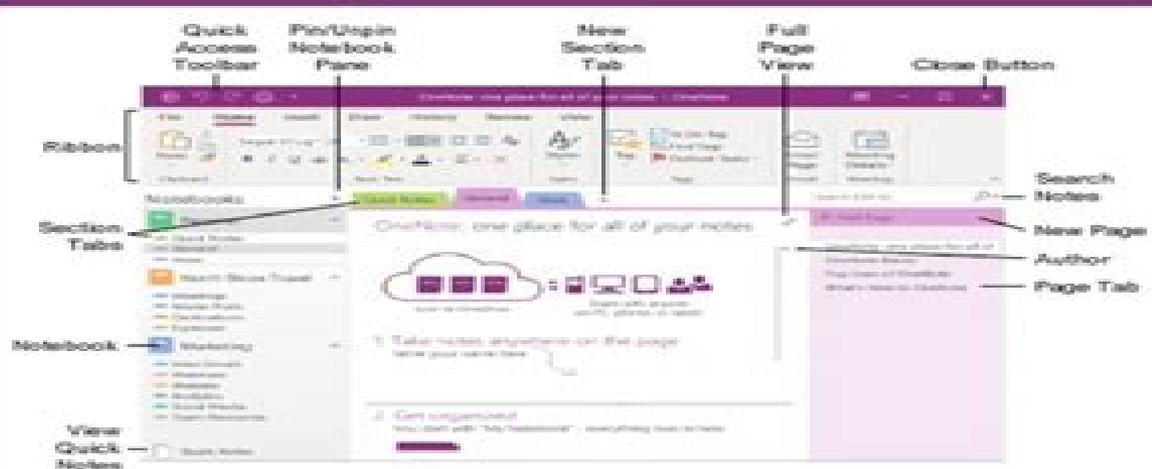




## The OneNote Program Screen



## 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 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** **B** 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.

# Microsoft Quick Reference Guide

**Beezix Software Solutions**



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