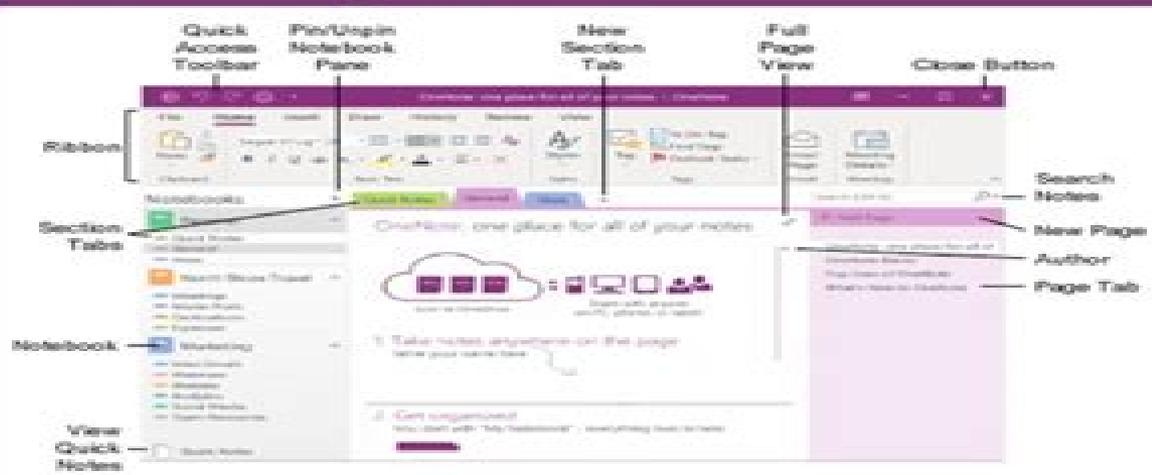




## The OneNote Program Screen



## 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

**Y Pai**



## **Microsoft Quick Reference Guide:**

## **Microsoft Quick Reference Guide** Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Quick Reference Guide**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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