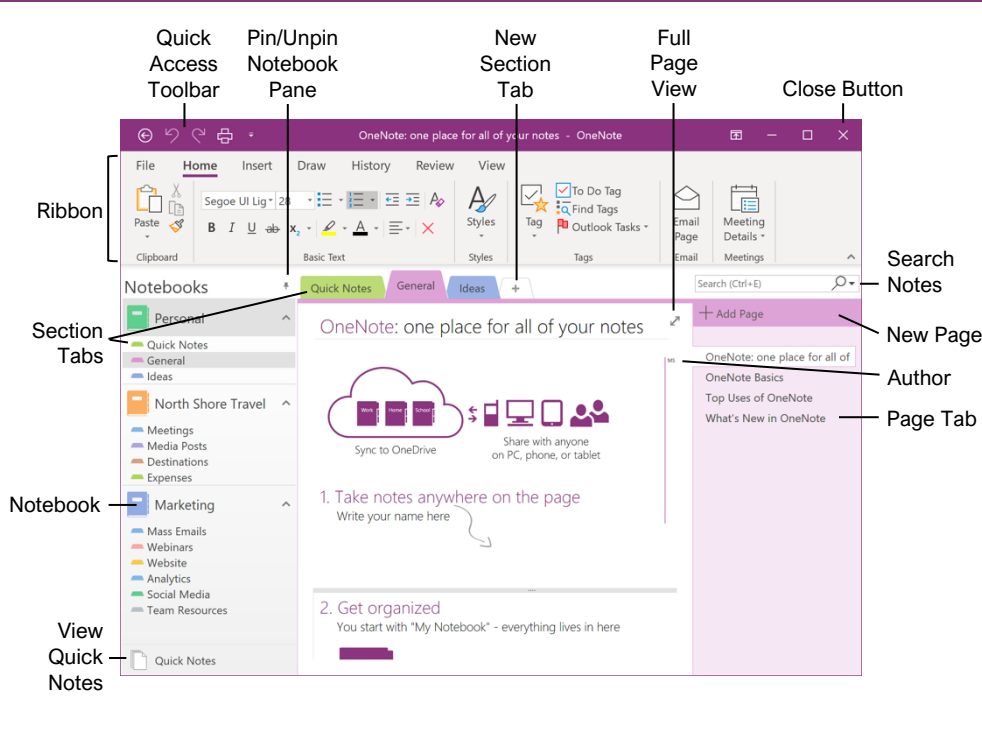




Microsoft®
OneNote
Quick Reference Guide

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 + 5
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** 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** [P]. 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** [P]. 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** [R] 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.

Add Notebook Content

Type Notes: Select the page where you want to add notes, click anywhere on the page, and type your notes.

Move Notes: Click the top bar of a note box and drag it to a new location.

Resize Notes: Click and drag the edge of a note.

Delete Notes: Select a note and click **Delete** ✕.

Write Notes: Click the **Draw** tab and click the **Color & Thickness** 🎨 button. Select a thickness, select a color, and click **OK**. Write your notes or sketch an image.

Delete Writing: Click the **Draw** tab and select the **Type** ✂ or **Lasso Select** 📏 tool. Click an item to remove and press the **Delete** key.

Convert Writing to Text: Click the **Type** ✂ or **Lasso Select** 📏 tool, select the writing you want to convert, and click **Ink to Text** 📄.

Add a Tag: Click in the paragraph you want to tag, click the **Tag** 🏷 button on the Home tab, and select a tag.

Create a Quick Note: Click the **Show hidden icons** 🗄 icon on the Windows System tray, select **New quick note** 📌, type a note, and click the **Close** ✕ button.

Open a Quick Note: Click the current notebook's name, click **Quick Notes** 📌, and select a page tab.

Capture a Screen Clipping: Click the **Insert** tab, click **Screen Clipping** 📄, and click and drag over a region of the screen.

Link to Content within OneNote: Right-click in the text you want to link to and select **Copy Link to Paragraph** 📄. Navigate to and click where you want to place the link and click **Paste** 📄 on the Home tab.

Link to External Content: Select the text you want to link, click the **Insert** tab, and click the **Link** 🌐 button. Enter the content's address in the **Address** field and click **OK**.

Insert an Image: Click the **Insert** tab, click **Pictures** 🖼 or **Online Pictures** 🌐, locate an image to insert, and click **Open**.

Add a Table: Click the **Insert** tab, click the **Table** 📊 button, and select the number of rows and columns.

Format Notebooks

Apply a Style: Select the text, click the **Styles** 📄 button and select a style.

Change the Font: Select the text, click the **Font** list arrow, and select a new font.

Change the Font Size: Select the text, click the **Font Size** list arrow, and select a font size.

Format Notebooks

Change the Font Color: Select the text, click the **Font Color** 🎨 list arrow, and select a new color.

Apply Bold, Italic, or an Underline: Select the text and click **Bold** **B**, **Italic** **I**, or **Underline** **U** from the Home menu.

Copy Formatting with the Format Painter: Select the formatted text you want to copy. Click the **Format Painter** 🖌 button on the Home tab. Then, select the text you want to apply the copied formatting to.

Create a List: Select the text you want to make into a list and click the **Numbering** 123 or **Bullets** ••• button.

Add a Date or Time Stamp: Click where you want the stamp, click the **Insert** tab, and click the **Date** 📅 or **Time** 🕒 button.

Spell Check: Click the **Review** tab and click the **Spelling** 📄 button. For each possible error, click **Ignore**, **Add**, or **Change**. Then, click **OK**.

Templates

Use an Existing Template: Click the **Insert** tab and click the **Page Templates** 📄 button. Click a template category, select a template, and click the Templates pane's **Close** ✕ button.

Save a Custom Template: Create a notebook page with the desired text and formatting. Click the **Insert** tab and click the **Page Templates** 📄 button. Click **Save current page as a template**, type a template name, and click **Save**.

Use a Custom Template: Click the **My Templates** expansion arrow, select the custom template, and click the Templates pane's **Close** ✕ button.

Using OneNote with Office

Send Notes to Word: Navigate to the page you want to send, click the **File** tab, click **Send**, and then click **Send to Word** 📄.

Add a File Attachment: Click the **Insert** tab, click the **File Attachment** 📎 button, select a file to attach, and click **Insert**.

Add a File Printout: Click the **Insert** tab, click the **File Printout** 📄 button, select a file, and click **Insert**.

Add Outlook Meeting Details: Click where you want to add the details, click **Meeting Details** 📄 on the Home tab, and select **Choose a Meeting from Another Day** 📅. Click the **calendar** 📅 icon, select a date, select a meeting, and click **Insert Details**.

Create Outlook Task from a Note: Select a note, click the **Outlook Tasks** 📅 button, and select a task due date.

Using OneNote with Office

Send Notes as Attachment: Click the **File** tab, click **Send**, and select **Send as Attachment** 📄. Add a recipient to the **To** field and click **Send** ➤.

Embed a Spreadsheet: Click the **Insert** tab, click the **Spreadsheet** 📊 button, and select **Existing Excel Spreadsheet**. Select a file and click **Insert**.

Convert a Table to a Spreadsheet: Click the table, click the **Layout** tab, and click **Convert to Excel Spreadsheet** 📊.

Share and Collaborate

Export a Page, Section, or Notebook: Click the **File** tab, click **Export**, and select **Page** 📄, **Section** 📁, or **Notebook** 📖. Select an export format, click **Export**, select a save location, and click **Save**.

Create a New Shared Notebook: Click the **File** tab, click **New** and double-click **OneDrive** ☁. Type a name in the **Notebook Name** field and click **Create**.

Share an Existing Notebook: Click the **File** tab, click **Share**, and select a shared location. Type a name in the **Notebook Name** field and click **Move**.

Invite People to a Shared Notebook: Click the **File** tab, click **Share**, type people's names or email addresses in the recipient field. Click in the message field, type a message, and click **Share** 📧.

Create a Sharing Link: Click the **File** tab, click **Share**, and click **Get a Sharing Link** 🌐. Click **Create a view link** or **Create an edit link**.

Sync Changes: Click the **File** tab, click **View Sync Status** 🔄, click **Sync Now**, and click **Close**.

View Edits by Author: Click the **History** tab, click **Find by Author** 👤, select a name to see their changes, and click a change to jump to it.

View Recent Edits: Click the **History** tab, click **Recent Edits** 🕒, select a date range, and select a page in the Search Results pane.

Add a Password: Click the **Review** tab, click the **Password** 📄 button, and click **Set Password**. Type a password, click in the **Confirm Password** field, retype the password, and click **OK**.

Restore a Previous Page Version: Click the **History** tab, click the **Page Versions** 📄 button, and select an earlier version. Click the yellow notification above the page and select **Restore Version**. Click the **Page Versions** 📄 button again to hide the other versions.

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Use Team Channels	● Pass	● Complete	● (Pass)	
Manage Shared Files	● Fail	● Complete	● Pass	
Manage Team Membership	● Fail	● Complete	● Fail	

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