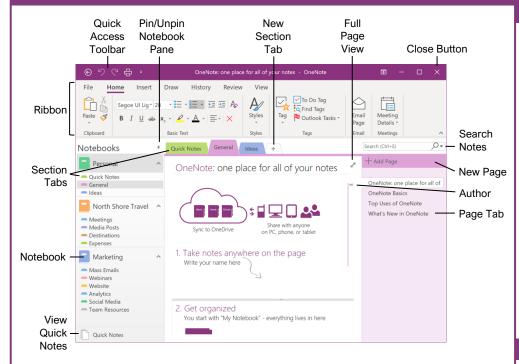




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### The OneNote Program Screen



# **Getting Started**

Open an Existing Notebook: Click the **File** tab, click **Open**, select a save location, and click the notebook.

<u>Create a New Notebook:</u> Click the **File** tab, click **New**, and select a save location. Type a name in the **Notebook Name** field and click **Create**.

<u>Close a Notebook:</u> 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.

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.

<u>Create a Subpage:</u> Select one or more page tabs, right-click the selected page tab(s), and select **Make Subpage** →.

<u>Delete a Page:</u> 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.

Properties  $\blacksquare$ . Click in the Display name field, type a name, and click  $\mathbf{OK}$ .

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.

# **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	<b>F1</b>
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	<b>F9</b>

#### Navigating

Next section	. Ctrl + lab
Previous section	. Ctrl + Shift
	+ Tab
Open new window	. Ctrl + M
Open Side Note window	
	+ M

#### **Editing**

Cut	Ctrl + X
Сору	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	<b>F7</b>

#### 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

#### 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.

<u>Delete Notes:</u> Select a note and click **Delete** X.

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** k⁴ or **Lasso Select** ⊕ tool. Click an item to remove and press the **Delete** key.

Convert Writing to Text: Click the Type № T 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**  $\square$ , 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.

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

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

#### Format Notebooks

<u>Change the Font Color:</u> Select the text, click the **Font Color** <u>A</u> 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** \$\sqrt{\text{o}}\$ 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** !≡ or **Bullets** :≡ button.

Add a Date or Time Stamp: Click where you want the stamp, click the **Insert** tab, and click the **Date**  $\boxed{7}$  or **Time**  $\bigcirc$  button.

Spell Check: Click the **Review** tab and click the **Spelling** <sup>®</sup> 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

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 cicon, select a date, select a meeting, and click Insert Details.

<u>Create Outlook Task from a Note:</u> Select a note, click the **Outlook Tasks** <sup>▶</sup> 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 <sup>3</sup>, click Sync Now, and click Close.

View Edits by Author: Click the **History** tab, click **Find by Author**  $\cancel{R}$ , select a name to see their changes, and click a change to jump to it.

<u>View Recent Edits</u>: 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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Discrimination

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Sheets

Slides

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Copilot

Excel

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Windows

Word

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Leadership

Management

Project Management

# Technology

A.I.

**Digital Literacy** 

Software Applications

### Wellness

Mental Health

Personal Growth

Well-Beina

Work/Life Balance

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Bias

Diversity

U.S. Citizenship

# Fewer Tools. Lower Costs. Smarter Training.

		Paid Plans		
Includes	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	in LinkedIn Learning
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