



Microsoft®

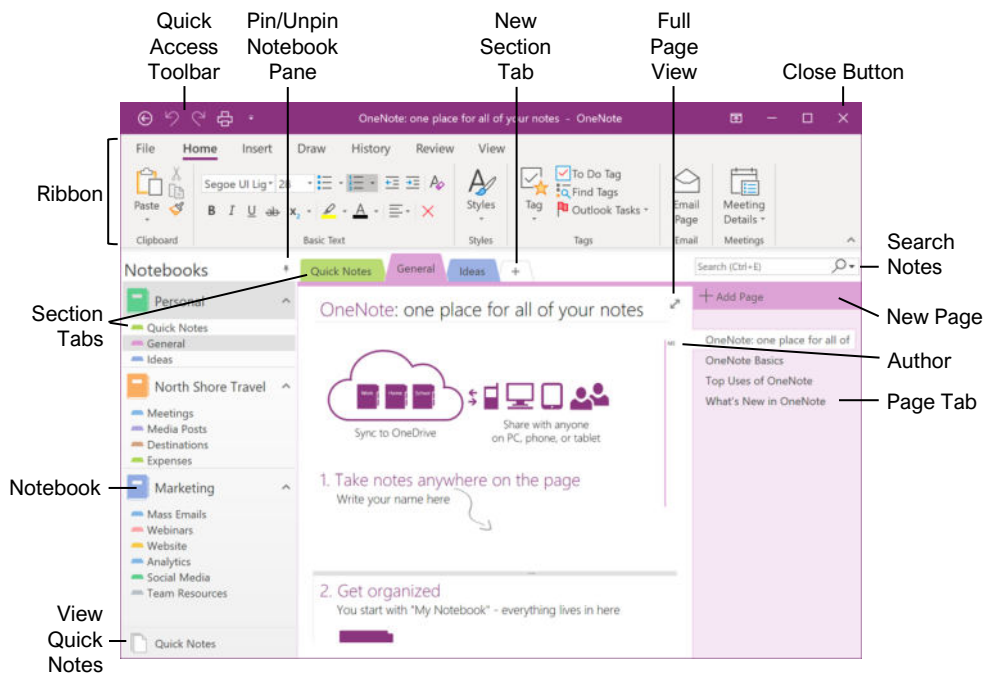
OneNote

Quick Reference Guide



Free Cheat Sheets
Visit ref.customguide.com

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** ⓘ. 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.



Click the [topic links](#) for free lessons!

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**, **Italic**, or **Underline** 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** 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.

CustomGuide

Get More Free Quick References!

Visit ref.customguide.com to download.



Office 365

[Access](#)
[Excel](#)
[Office 365](#)
[OneNote](#)
[Outlook](#)
[PowerPoint](#)
[Teams](#)
[Word](#)

G Suite

[Classroom](#)
[G Suite](#)
[Gmail](#)
[Google Calendar](#)
[Google Docs](#)
[Google Drive](#)
[Google Sheets](#)
[Google Slides](#)

OS

[Mac OS](#)
[Windows 10](#)

Productivity

[Digital Literacy](#)
[Salesforce](#)

Soft Skills

[Business Writing](#)
[Email Etiquette](#)
[Manage Meetings](#)
[Presentations](#)
[Security Basics](#)
[SMART Goals](#)

+ more, including [Spanish versions](#)

Loved by Learners, Trusted by Trainers

Please consider our other training products!



Interactive eLearning

Get hands-on training with bite-sized tutorials that recreate the experience of using actual software. SCORM-compatible lessons.



Customizable Courseware

Why write training materials when we've done it for you? Training manuals with unlimited printing rights!

Over 3,000 Organizations Rely on CustomGuide



“The toughest part [in training] is creating the material, which CustomGuide has done for us. Employees have found the courses easy to follow and, most importantly, they were able to use what they learned immediately.”

Contact Us!

sales@customguide.com

612.871.5004