Microsoft®

OneNote

Quick Reference Guide

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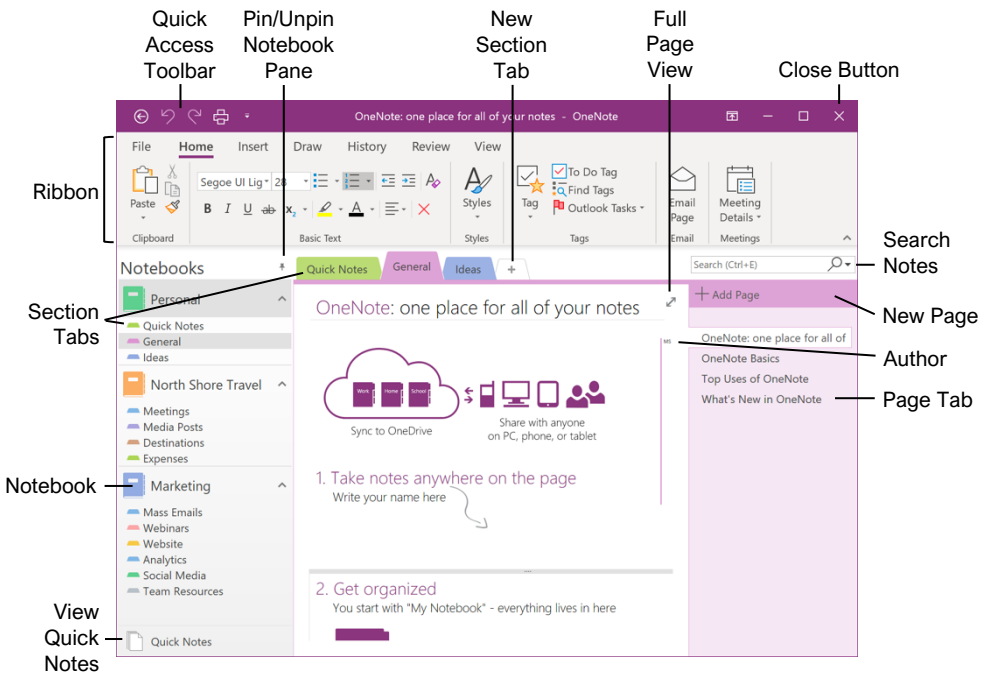
The OneNote Program Screen



Getting Started

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

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** ✕.

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** ✕.

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.

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**

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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** 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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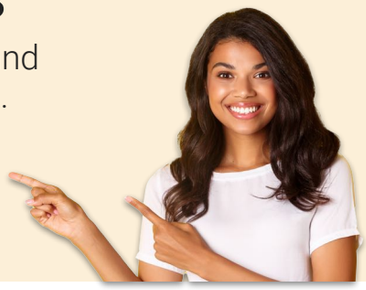

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- Job Hunting
- Personal Branding
- US Citizenship

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- Discrimination
- Drugs & Alcohol
- Harassment
- Safety
- Security

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- Customer Service Basics

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- Diversity in HR
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