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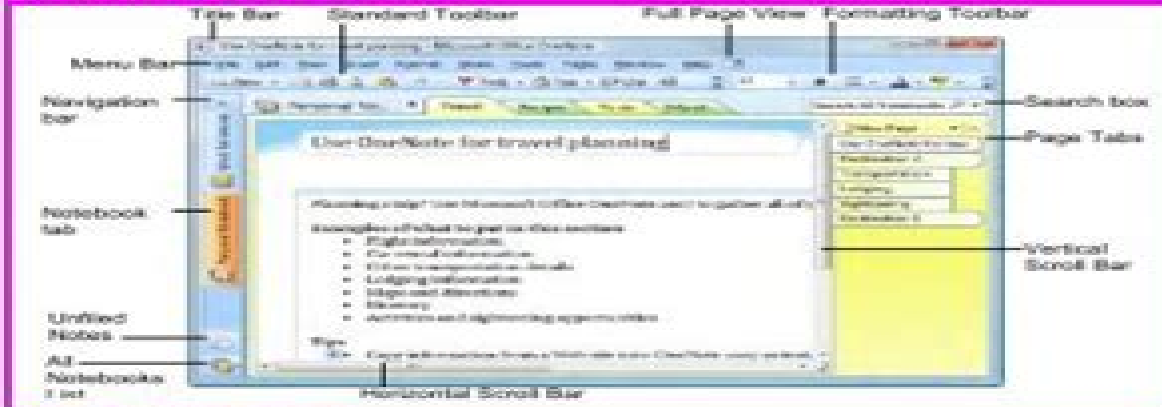
OneNote 2007 Screen



The Fundamentals

The Standard Toolbar

- **To Create a New Page, Subpage, Section, Section Group or Notebook:** Click the New button list arrow on the Standard toolbar or select File → New from the menu and select an option from the list.
- **To Open a Notebook:** select File → Open → Notebook from the menu.
- **To Open a Section:** Select File → Open → Section from the menu, or press <Ctrl> + <O>.
- **To Save a Notebook or Section with a Different Name:** Select File → Save As from the menu and enter a different name in the File name text box.
- **To Create a New Note:** Click on the page where you want to insert the note and begin typing.
- **To Correct a Spelling Error:** Right-click the error and select a suggestion from the contextual menu.
- **To Preview a Page:** Click the Print Preview button on the Standard toolbar or select File → Print Preview from the menu.
- **To Print:** Click the Print button on the Standard toolbar, or select File → Print from the menu, or press <Ctrl> + <P>.
- **To Show Standard and Formatting Toolbars on Two Rows:** Click the Toolbar Options button and select Show Buttons on Two Rows.
- **To Get Help:** Press <F1> to open the Help window, type your question and press <Enter>.
- **To Cut or Copy:** Select the text and click the Cut button or Copy button on the Standard toolbar, or press <Ctrl> + <X> (cut) or <Ctrl> + <C> (copy).
- **To Paste:** Place the insertion point where you want to paste the text, click the Paste button on the Standard toolbar, or press <Ctrl> + <V>.
- **To Move a Note:** Click the top bar of the note and drag the note. To move text within a note, click the next to the text and drag the text.
- **To Delete a Note:** Select the note and press <Delete> or right-click and select Delete.
- **To Undo:** Click the Undo button on the Standard toolbar or press <Ctrl> + <Z>.
- **To Redo:** Click the Redo button on the Standard toolbar or press <Ctrl> + <Y>.
- **To Find Text:** Select Edit → Find from the menu or press <Ctrl> + <F> or click the Instant Search box.

Keystroke Shortcuts

General

Open a Section	<Ctrl> + <O>
Create a New Page	<Ctrl> + <N>
Print a Page	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Help	<F1>
Full Page View	<F11>
Task Pane	<Ctrl> + <F1>
Create Outlook task	<Ctrl>+ <Shift> <1> thru <5>
Insert Hyperlink	<Ctrl> + <K>
E-mail Page	<Ctrl> + <Shift> + <E>
Select Page	<Ctrl> + <Shift> + <A>

Navigation

Next Section	<Ctrl> + <Tab>
Previous Section	<Ctrl> + <Shift> + <Tab>
Open New Window	<Ctrl> + <M>
New Side Note Window	<Ctrl> + <Shift> + <M>

Text

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Font Task Pane	<Ctrl> + <D>
Check Spelling	<F7>

Tag

To Do	<Ctrl> + <1>
Important	<Ctrl> + <2>
Question	<Ctrl> + <3>
Remember for later	<Ctrl> + <4>
Definition	<Ctrl> + <5>
Highlight	<Ctrl> + <6>
Contact	<Ctrl> + <7>
Address	<Ctrl> + <8>
Phone number	<Ctrl> + <9>

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Microsoft Onenote 2007 Guide

Kathy Jacobs,Curt Frye,Doug Frye

Microsoft Onenote 2007 Guide:

Microsoft Office 2007 for Windows Steve Schwartz,2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What s New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index

Introduction to Computers for Healthcare Professionals Irene Joos,Ramona Nelson,Marjorie J. Smith,2009-09-03

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Summer Global Talent Program US 08 08 2011 GTP 05 09 GTP 09 10 2011 Summer GTP US 04 Foreword GTP student s reports 01 Seo DaeChan College of Social Science Economics 02 Ahn Yoo jin Dept of Economics 03 Won Hyesun College of Business Administrations 04 Lee Soo Jin Economics College of Social Science 05 Lee Ja Young College of Business Administrations 06 Lim Jae Eun Consumer Science 07 Jung Yeereen College of Business Administrations 08 Choi Kwangseok College of Business Administrations 09 Choi Piljun College of Liberal Studies 10 Han Janghoon Economics College of Social Science Presentation File 01 Microsoft Beyond the Essential 02 Pricewaterhouse Coopers Cross Border M A 03 Morgan Stanley Tactics for Morgan Stanley to Successfully Perform Strategic Partnership with SNU Asia Center 04 Citibank Possible Opportunities for Citi Along with the FCA Change in Korea 05 Bank of America Merrill Lynch Action Method for Capital Market Intefration Act as an International Bank 06 Henry Schein Analysis on Henry Schein s Acquisition in Veterinary Industry **Introducing Silverlight 4** Ashish Ghoda,2011-01-11 Introducing Silverlight 4 brings you up to speed with version 4 of Silverlight quickly and efficiently The book builds off your understanding of the basics of NET coding and WPF allowing your journey to Silverlight 4 proficiency to be as quick and painless as possible The text highlights where coding techniques are similar to other more established areas of the NET framework Likewise when your existing coding habits lead you to a syntax or conceptual gotcha the text points that out too This book provides you with fast track coverage of all the most important elements of the Silverlight 4 technology ranging from XAML to standard controls from dealing with media to networking from testing to deployment It also reveals features introduced with Silverlight 4 and offers guidance on how to best utilize them The book concludes with a pair of fully worked sample applications for you to follow through because nothing reinforces your understanding of how concepts fit together as much as looking at finished code It is assumed that readers are already be comfortable with the workings of the NET framework Knowledge of Expression Blend is useful but not mandatory you ll learn the Blend techniques that you need to know as you go through the book By the end you will have followed a sound concise path to mastery of Silverlight 4 MCITP Windows Vista Support Technician All-in-One Exam Guide (Exam 70-620, 70-622, & 70-623) Darril Gibson,2008-08-31 There are currently one million Microsoft Certified Professionals Covers all three exams in one book for a significantly lower cost than competitive solutions which consist of separate books for each exam Programming Graphical User Interfaces in R Michael Lawrence,John Verzani,2018-12-14 Programming Graphical User Interfaces with R introduces each of the major R packages for GUI programming RGtk2 qtbase Tcl Tk and gWidgets With examples woven through the text as well as stand alone demonstrations of simple yet reasonably complete applications the book features topics especially relevant to statisticians who aim to provide a practical interface to functionality implemented in R The book offers A how to guide for developing GUIs within R The fundamentals for users with limited knowledge of programming within R and other languages GUI design for specific functions or as learning tools The accompanying package ProgGUIinR includes the complete code for all examples as well as functions for browsing the

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