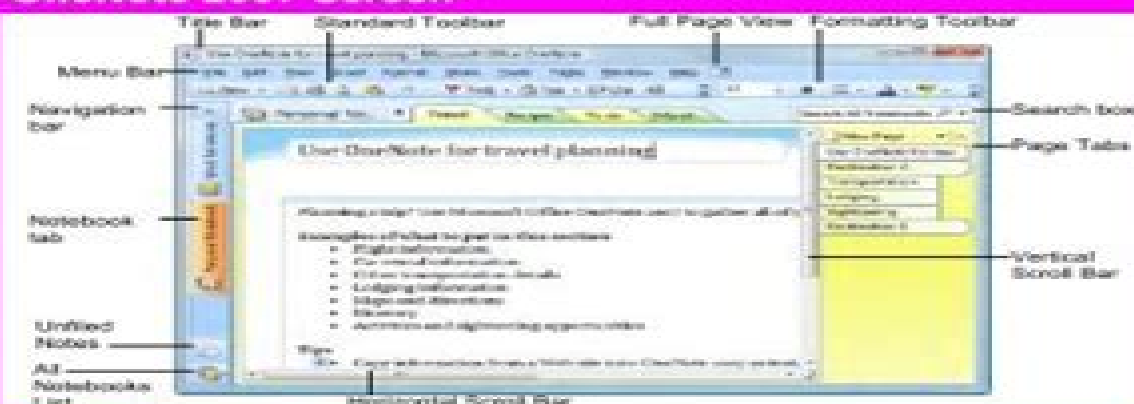


OneNote 2007

Quick Reference Card



OneNote 2007 Screen



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> + <T> thru <S>
Insert Hyperlink	<Ctrl> + <K>
E-mail Page	<Ctrl> + <Shift> + <E>
Select Page	<Ctrl> + <Shift> + <A>

The Fundamentals

The Standard Toolbar



- **To Create a New Page, Subpage, Section, Section Group or Notebook:** Click the **New** button (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 **Insert** icon 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.

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> +
Italic	<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>

Microsoft Onenote 2007 Guide

Bill Mann



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Table of Contents Microsoft Onenote 2007 Guide

1. Understanding the eBook Microsoft Onenote 2007 Guide
 - The Rise of Digital Reading Microsoft Onenote 2007 Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Onenote 2007 Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Onenote 2007 Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Onenote 2007 Guide
 - Personalized Recommendations
 - Microsoft Onenote 2007 Guide User Reviews and Ratings
 - Microsoft Onenote 2007 Guide and Bestseller Lists
5. Accessing Microsoft Onenote 2007 Guide Free and Paid eBooks

- Microsoft Onenote 2007 Guide Public Domain eBooks
- Microsoft Onenote 2007 Guide eBook Subscription Services
- Microsoft Onenote 2007 Guide Budget-Friendly Options
- 6. Navigating Microsoft Onenote 2007 Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Onenote 2007 Guide Compatibility with Devices
 - Microsoft Onenote 2007 Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Onenote 2007 Guide
 - Highlighting and Note-Taking Microsoft Onenote 2007 Guide
 - Interactive Elements Microsoft Onenote 2007 Guide
- 8. Staying Engaged with Microsoft Onenote 2007 Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Onenote 2007 Guide
- 9. Balancing eBooks and Physical Books Microsoft Onenote 2007 Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Onenote 2007 Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Onenote 2007 Guide
 - Setting Reading Goals Microsoft Onenote 2007 Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Onenote 2007 Guide
 - Fact-Checking eBook Content of Microsoft Onenote 2007 Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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