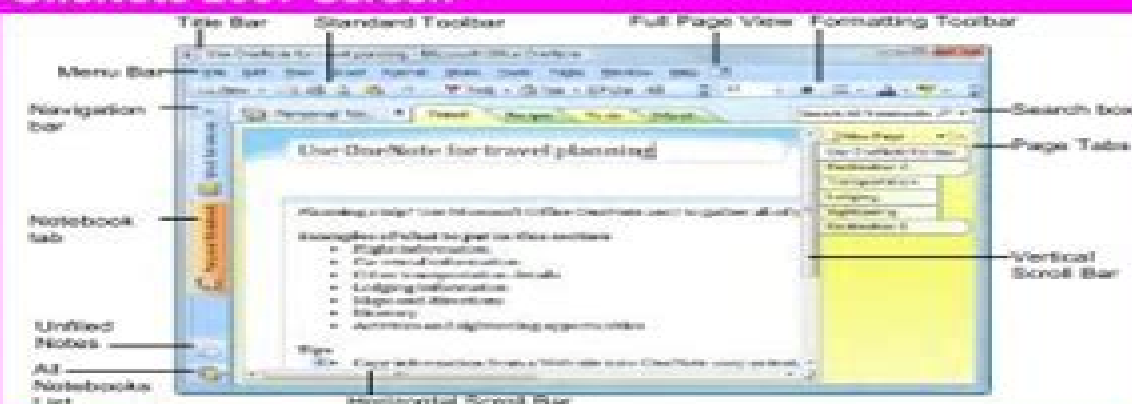


# OneNote 2007

## 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> + <B> |
| 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

**Irene Joos, Ramona Nelson, Marjorie J.  
Smith**



## **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

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