One Note 2010

Getting Started

OneNote 2010

This guide is designed to introduce you to OneNote 2010. The lessons in this guide will lead you through the fundamentals of creating and working with OneNote.   OneNote is a great way to create a centralized resource for all of your ideas, plans, and work. The first step in learning to use your new software is to start (or in computer parlance: launch) the OneNote Program.

Launch OneNote:
1.   SELECT (Click) the Windows **Start** button; this will bring up a set of choices in a menu.
2.   Select **Programs**. Another menu will appear to the right.
3.   Locate and Select **Microsoft Office** and another menu will appear on the right.
4.   Locate and Select **Microsoft Office OneNote 2010.** You have now launched OneNote.
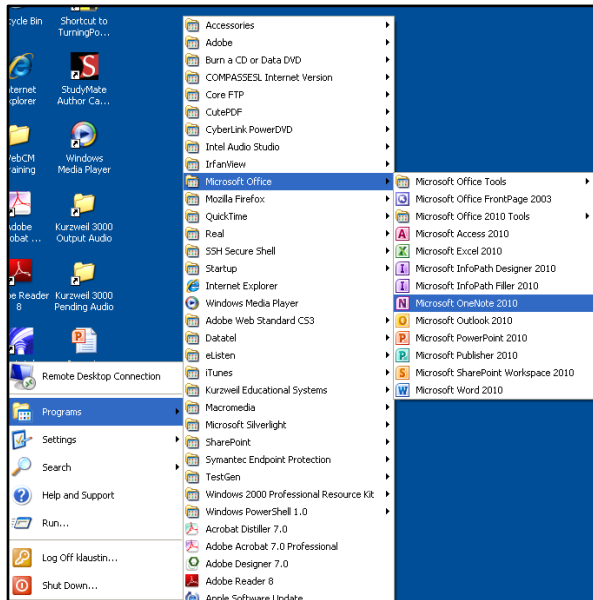
What is OneNote 2010

OneNote is a digital notebook. It allows the user to keep all your notes and information in one location. The program also offers ways to maintain pictures, text, digital handwriting, audio and video recordings all in one place. This program permits the user to stay on top of tasks, schedules and even group projects. OneNote 2010 has the familiar look and feel of the Microsoft Office system which makes it easier to quickly become adjusted to the program.

New to OneNote 2010

If you are familiar with OneNote 2007, you will notice there have been changes made to OneNote 2010. Specifically, the toolbar was recently added to OneNote 2010 to make it easier to navigate through the program. Also added is the new Microsoft Office Backstage view. This replaces the traditional File menu view. Finally, OneNote 2010 permits access to your notebooks from virtually anywhere. You can edit, share, and manage your notes from the web or a Windows phone.

OneNote is a great place to organize your information, search, share ideas, work on projects, and maintain meeting notes, lecture notes and references. It can also be used to plan events, keep a travel log, or even a journal.

The Ribbon

When you try the new design, you'll discover that the commands you already know how to use are grouped together in ways that make sense to you.

The Ribbon
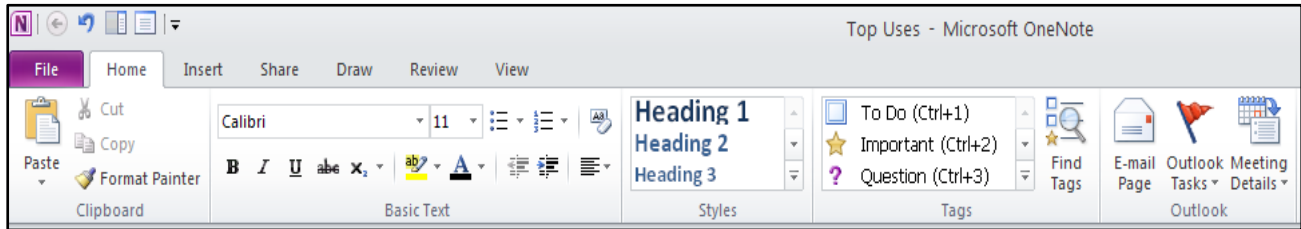
The OneNote Ribbon should look familiar to other Microsoft Office programs.

There are three basic components to the Ribbon:
1. **Tabs**: There are seven of them across the top. Each represents core tasks you do in OneNote.
2. **Groups**: Each tab has groups that show related items together.
3. **Commands**: A command is a button, a box to enter information, or a menu.

How do you get started? Begin at the beginning, with the first tab.

The principle commands in OneNote are gathered on the first tab, the **Home** tab. The commands on this tab are those that Microsoft has identified as the most commonly used when people do basic tasks with notebooks.

For example, the **Paste**, **Cut**, and **Copy** commands are arranged first on the **Home** tab, in the **Clipboard** group. Font formatting commands and alignment commands are next, in the **Basic Text** group. Commands to format the style of text is in the **Styles** group. Different tag commands are available in the **Tag** group and commands that we can use to connect with our Outlook information is found in the **Outlook** group.

Groups pull together all the commands you're likely to need for a particular type of task, and throughout the task they remain on display and readily available, instead of being hidden in menus. These vital commands are visible above your work space.

The commands on the Ribbon are the ones you use the most. Instead of showing every command all the time, OneNote 2010 shows some commands when you may need them, in response to an action you take.

For example, if you don't have a table in your notebook, the commands to work with the table aren't necessary. However, if you insert a table a new tab will appear, **Table Tools.**
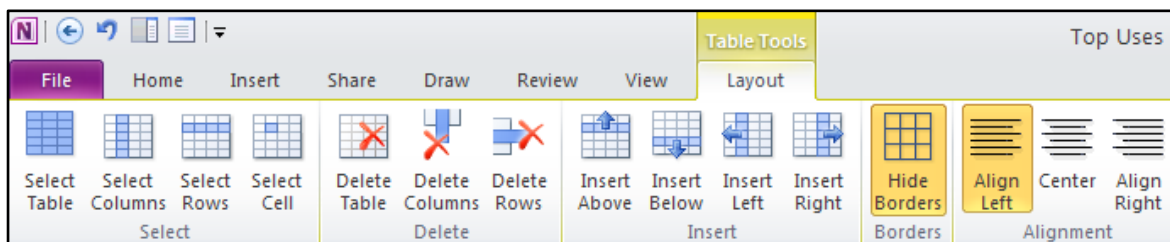
Note: OneNote 2010 does not offer a **Picture Tools** bar that many other Microsoft Office 2010 programs offer. For example, when you insert a picture into your OneNote Notebook you will have limited editing features available to you.

Quick Access Toolbar

The Quick Access Toolbar is the small area to the upper left of the Ribbon. It contains the things that you use over and over every day: **Save**, **Undo**, and **Repeat**. You can add your favorite commands to it so that they are available no matter which tab you are on.

Customize the Quick Access Toolbar

There are two main ways you can add items to the Quick Access Toolbar. The first method is the Right Click Method. Right click on the **command** (for example, the table command on the "Insert" tab) and on the pop up menu, select "Add to Quick Access Toolbar." The Quick Access Dropdown Method. Click on the drop down arrow seen to the right of Quick Access Toolbar. Select "More Commands" (or click on one of the common commands listed).

Hide the Quick Access Toolbar & Show Quick Access Toolbar below the Ribbon

The Ribbon makes everything in OneNote 2010 nicely centralized and easy to find. Sometimes, however, you don't need to find things. You just want to work on your document, and you'd like more space to do that. So it's just as easy to hide the Ribbon temporarily as it is to use it.

Double-click the active tab. The groups disappear, so that you have more room. Whenever you want to see all of the commands again, double-click the active tab to bring back the groups. You can also go to the upper right-hand corner and click on the upper arrow ⌂ icon to hide the toolbar and the downward arrow to return the toolbar.

Note: You also have the mini-toolbar available in this program. To activate the mini-toolbar, highlight your text you want to edit and slowly move your cursor up to the newly opened mini-toolbar.

Components of OneNote

When you first open OneNote you will see the basic components of the program. See diagram below: 1) Notebooks, 2) Sections, 3) Pages, and 4) expandable arrows.
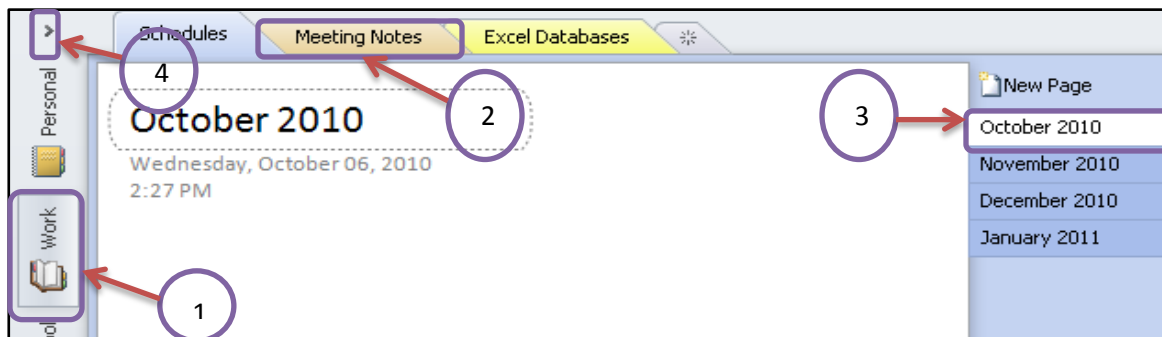
Note: Expandable arrows will appear throughout OneNote. You will use this arrow to expand or "hide" the toolbar, and it can also be used to compress a list of subpages on your page section.

OneNote Options

Similar to other Microsoft Office 2010 programs, OneNote also comes with an **Options** command. To locate this go to the **File** tab and select **Options.** This box will contain all the more specific ways you can "internally" structure your OneNote.

Note: Under the **Save & Backup** command you will observe that OneNote is defaulted to saving two copies of your notebook every day. Any changes you would like to make as to how often the program backs-up or where the items is saved to can be altered by going to the File tab, selecting options, and selecting Save & Backup. The saved file will open as a "Read-Only" file so you will not be able to make any edits within the notebook that was backed up.

Create a New Notebook

To create a New Notebook, right click on the current notebook and select **New Notebook.** Once you select New Notebook a screen will pop up on the file menu, prompting you to name your Notebook.
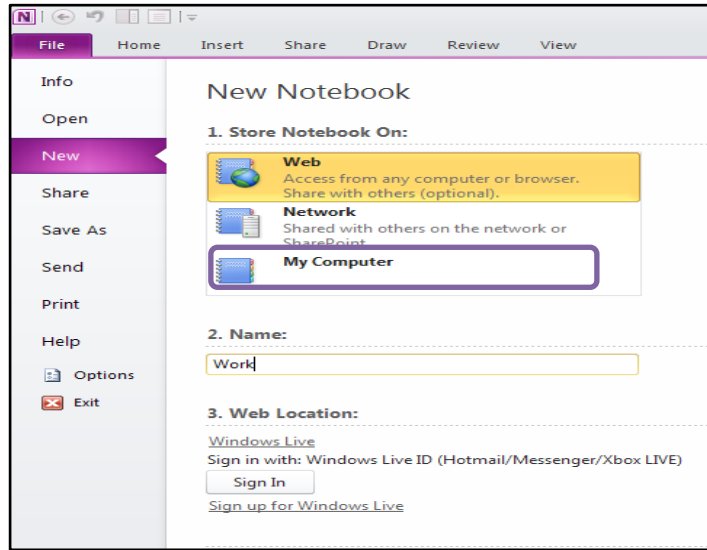
Note: You have the option to create a new notebook and store it to the Web, the Network or My Computer. For now we will select **My Computer.**

Create a New Section & Page

There are two ways that you can add a new section (tab) or a new page. To add a new section, you can right click on a section tab and select "New Section." You can also click the little star icon to the right of the tabs and a new section will be added.
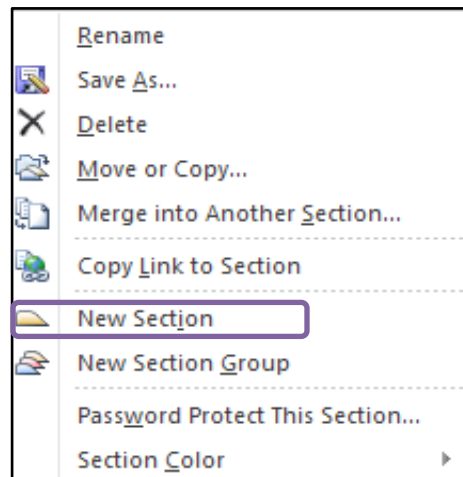
To add a page or subpage to your notebook go to the upper right-hand corner and click on the downward arrow. You can also add a page by clicking on the "New Page Button" that will follow alongside the left hand side of the column.
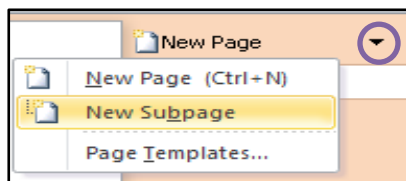
You can also re-order the sections and pages by clicking on the section or page you would like to move and dragging the item to its new position. This is an easy way to re-organize your documents without having to transfer any of the actual content.

Tip: To make a previously made page into a subpage, simply click down on the page you'd like to move, and drag the item to the right ◄──► It will be formatted to center and become a subpage.

Title your Section & Page

To name your section double-click on the section title and type in the name of the section. To name a "new page" just go into the title box on the top of the page and type in text of how you would like your page title to appear.

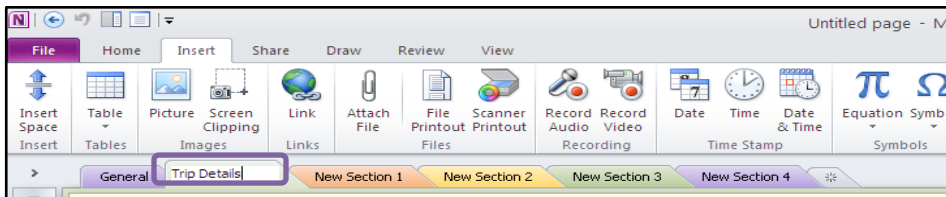Titles can be edited at any time on sections and pages. If for example, you leave the title section blank on a page, what will be put as the page title? OneNote automatically takes the first word or first couple of words out of your text and will place that as your page title

Change the Color

The way we format the color of notebooks and sections is different in OneNote 2010. To change the color of the notebook go to the **File** tab and select **Info.** Once on this screen you will observe all of your notebooks within OneNote.

Click on the downward arrow on the notebook you would like to change the color for and select **Properties.** A new dialog box will appear with the Notebook specific information.
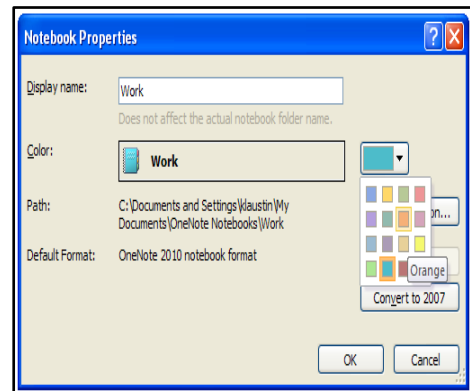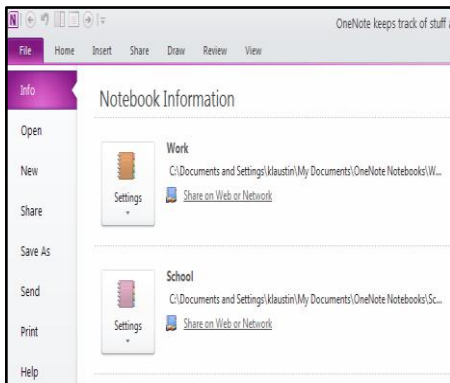
In the **Notebook Properties** dialog box select the dropdown arrow of the color box and select the color for your notebook. When you are finished click "OK" and your notebook will have changed colors. To change the color on a section simply right-click the item you would like to change and select **Section Color.**

You will see many options to choose from. Select the color you would like that specific section or page to be and click on that color. The color will be changed just to that one specific section and that color selection will also be automatically applied to the page color in the right hand column of your screen.

Getting Started

To begin typing within OneNote simply begin typing anywhere on the page. Once you do this a box will surround your text or image entry. It is as simple as typing on a word document; OneNote just gives you a lot more flexibility in moving your text once it has been placed on a document.

OneNote also gives you the option to select what type of "paper" you would like to take your notes on. To select a "paper" type go to the **View** tab, the **Page Setup** group and select **Rule Lines.**
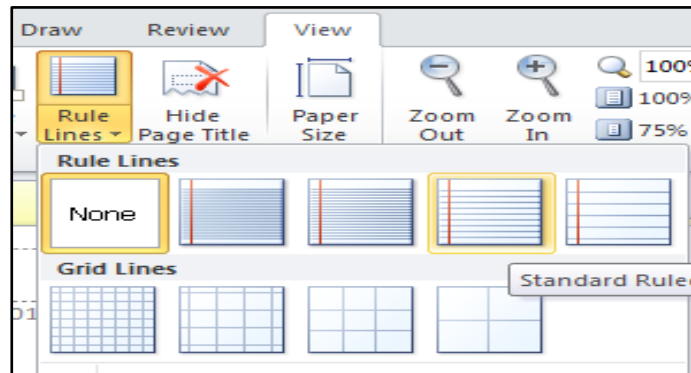
Note: Select the rule or grid lines of your selection will be applied to the page you are working on.

Moving Text & Textboxes

Within OneNote you can move that text box, or expand it by using your cursor. To move the entire text box, but maintain its size and shape, wait until the cursors turns into an "X" with an arrow on each end and click and drag the item to where you would like the text box to appear.

To resize the text box go to the side, or corners of the box and wait until the horizontal (side) or diagonal (corner) arrow appears. Once your cursor becomes the appropriate arrow, click and drag the box to increase or decrease the textbox size and shape.

Cutting or copying and then pasting text is another way to move text from one location to another.
> **Cutting** text removes it from its original location.
> **Pasting** places it in a new location.
> **Copying** leaves the text in its original location, but places a copy of the text in the new location when you paste.

Formatting Tools

To format text that we enter we will use a similar toolbar that is provided in Word. To access the text formatting options go to the **Home** tab in the **Basic Text** group. In this group you will observe that we have the option to select font, size, color, bold or italics, as well as options for creating bulleted and numbered lists.

OneNote 2010 also has additional text styles that can be found under the **Home** tab, in the **Styles** group and click on the more arrow**.** Here OneNote gives you a few stylistic changes that can be made to the text. Again this is a more limited list than we have in a program like Word, but it is still a great way to alter to look of a document.

Print a Page, Save a Notebook, or Delete an item

Saving

OneNote saves automatically so you do not have to worry about losing any of your information. You are able to save a page of a notebook, a section of a notebook or the entire workbook itself.

Printing

To Print your notebook, section or page, go to the **File** tab and select **Print.** You have the option of printing a section or page within OneNote. To do this go the **File** tab, select **Print**. Here you can select which item you would like to print and click **Print.**

Deleting a section or page.

To delete a section or page, simply right click on the page you would like to delete and click on delete. To remove a notebook from the main screen, right click the notebook and select **Close This Notebook.**   OneNote does not permanently delete this notebook, it merely hides it from view.

To re-open a previously closed notebook, go to the **File** tab, select **Open** and click on **Open Notebook.** You will see any and all Notebooks that you have created. You can then go in and select the section you would like to open.

Tags

Tags are items that you can add to your text or add to your document that will help you to understand your document when you review it.
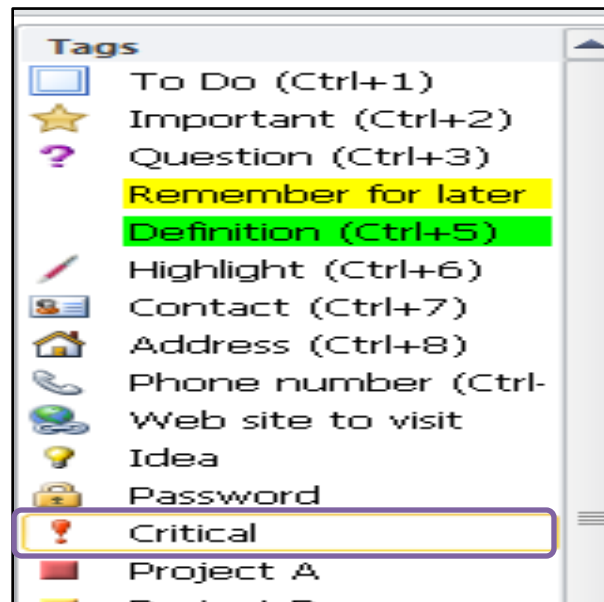
Tag Summary

Once you have added tags throughout your OneNote notebook, you can also search those tags by going to the **Home** tab and clicking on **Find Tags.** A new dialog box will appear on the right hand side presenting a summary of the tags you have used throughout your notebook. Once in this box you may click on the downward arrow to filter which notebook or section you would like to work in.
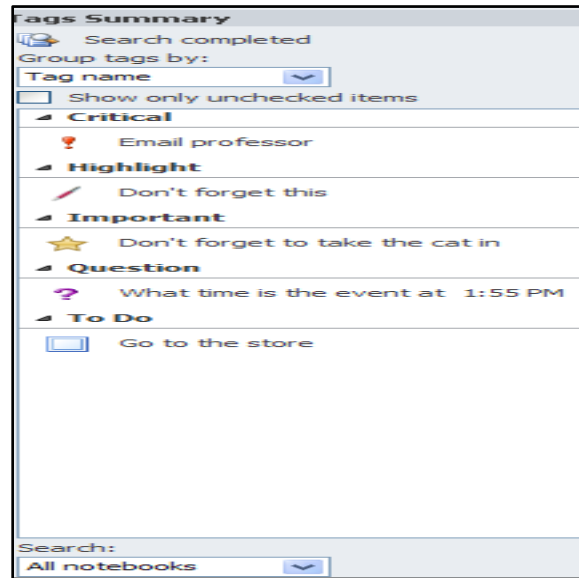
Note: The tags are very helpful when you are working within a document to leave a little note to yourself to remind you to review something when you go back to it.

Searching within a Notebook

Having the ability to search within a notebook is very effective. There are two ways we can search: 1) go to the search bar at the upper right corner of the OneNote page, type in the word you are looking for and click ENTER, and 2) hold down the CTRL button and click "F" (shortcut to "find" is CTRL + F).
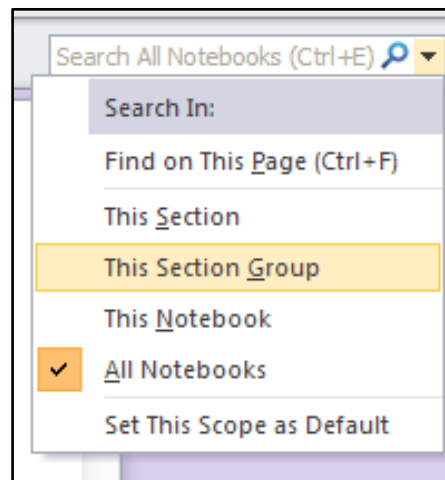
Both methods produce the same search box. Once in the search box the drop down menu allows the user to select whether you would like to search within the section, section group, this notebook or all notebooks

Applying & Creating Page Templates

There are numerous templates that have been automatically uploaded to your OneNote program. To access a template for your page, start by clicking on the dropdown arrow next the "New Page" icon. Select **Page Templates.** This will give you an extensive list of templates that you can apply to your pages within your notebook. There are templates with built-in tag items, meeting minutes, lecture notes for students, and simple to do lists. You can also utilize Templates on Office.com link at the bottom of the template box to access more templates offered through Microsoft Office.
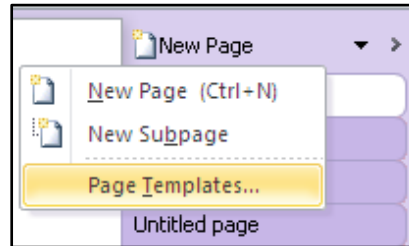
You can also create a template. To do this, type a new format into a blank page (for example a weekly calendar is a common one). Then click on the dropdown arrow and select **Page Templates.** At the bottom select, **Save Current Page as a Template.** A dialog box will open asking you to name the item, and click **Save.**

When you return to the template section you will see a new section titled **My Templates** and your new template should be listed within that section.
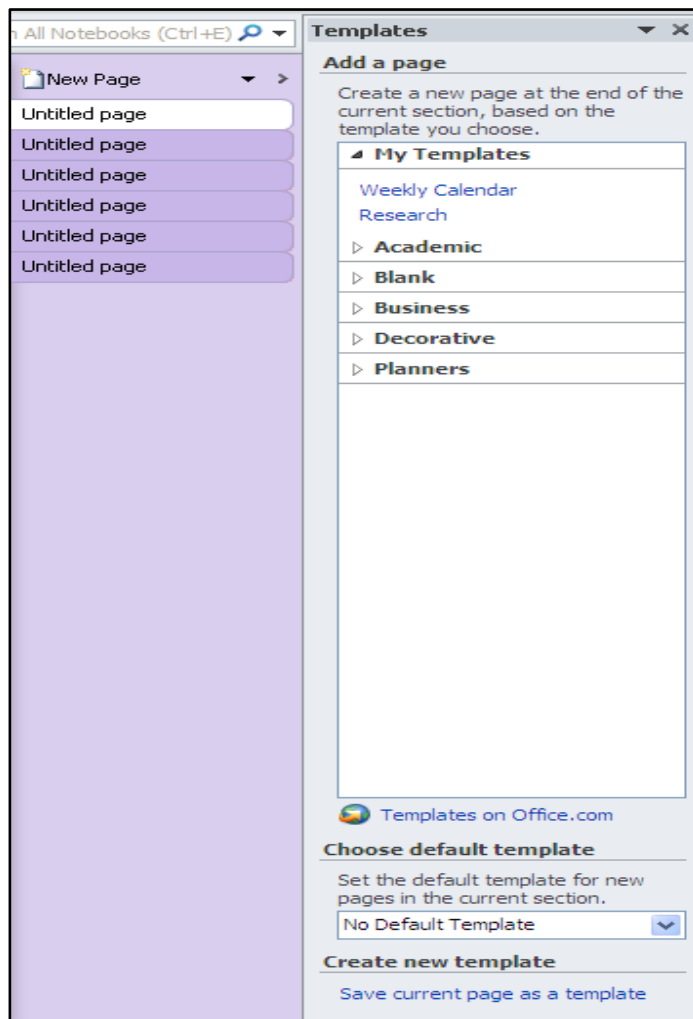
Commonly Used Features

There are some features within OneNote 2010 that used to enhance your project within OneNote. Go to the **Insert** tab where you will see that OneNote provides the user the opportunity to insert a table, attach a file within a document, insert a picture, adjust the date and time, and insert symbols.
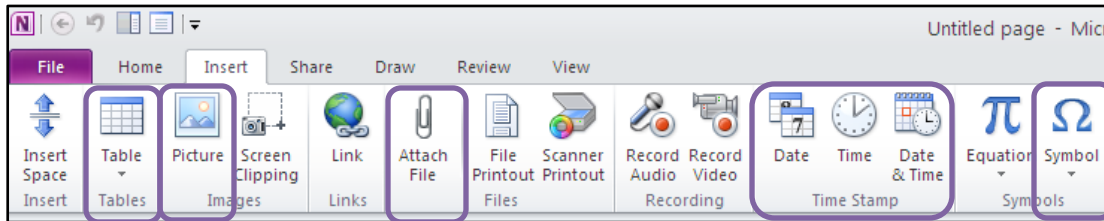
Insert a Table

This can be done in two ways. The first way to insert a table is to go to the **Insert** tab and select **Table.** Scroll over the number of rows and columns you want your table to be and click on those sections.

The other way to insert a table is by typing a word on the page and typing **Tab.** You can continue to hit the Tab button to increase the amount of columns. To add rows hold down the CTRL key and press ENTER. Continue this process until you have the desired amount of rows and columns.

Attach a File

In OneNote you have the ability to attach a file just as you would in an email format. To do this, go to the **Insert** tab and click on **Attach a File.** This will pull up a dialog box where you can then search for the item you would like to attach. Select the document you would like to attach and click **Insert.** You will then observe, not the document itself, but an icon for the document.

For example: If you select a PowerPoint presentation a Microsoft Office PowerPoint 2010 icon will appear on your notebook sheet. If you click on the icon the PowerPoint presentation will open in another window.

Picture

You can insert an image into your notebook by going to the **Insert** tab and clicking on **Picture** in the **Images** group. Within OneNote you can only insert actual pictures from your files or pictures that you have copied and pasted from the Web.

Time Stamp Group

There are a few options within the **Time Stamp** group. To locate this group go to the **Insert** tab and observe the three different icons. By clicking on the **Date** icon the date will automatically insert today's date into your document. Secondly, you may click on the **Time** icon which will insert the exact time of day.

Tip: If you would like to change the date or time on one specific page just click the calendar or clock icon next to the date and time at the top of your page. You can then set the date or time and the computer will automatically save your changes.

Note: Observe the date and time schedule under the document title. It will update every time the document is opened.

Insert Symbol

You can insert a symbol into your notebook by going to the **Insert** tab and clicking on **Symbol** in the **Symbols** group.

Basic Drawing Tools

OneNote also incorporates some artistic effects into this commonly utilized organizational resource. To access the drawing tools go to the **Draw** tab and observe the many options available to draw with.

This drawing toolbar has a ton of different options that you can use to enhance your notebook. From left to right you will observe first the **Select & Type** icon. Once you have finished any drawings you make you will need to click on the **Select & Type** icon to begin typing again.

Secondly, is the lasso select. The lasso select is a grouping tool that can be used to combine different images or text and connect them together so that it can be moved throughout the page as a single unit.

There is also a panning hand which will allow you to quickly move throughout your document without having to scroll down through the entire thing.

You will also notice in the **Tools** group that there are numerous pens, markers, and highlighters that may be used to draw within your OneNote page.

Note: The marker tools will cover over text whereas the highlighter tool will show text through the color.

Next to **Tools** is the group **Insert Shapes.** As you will see the shape selection is much less when compared to programs like Word or Excel.

Finally, there is the insert space icon which allows the user to add space into a page where text as already been added.

Tip: If you added numerous objects within drawing tools be aware that they are individual objects. Because of this when you move one of the objects or the text, the highlighting or drawings will not move with it. To fix this problem simply "Lasso" the objects, grouping them together to move as one single unit.

Quick Reference Guide
Common Shortcuts

Common shortcuts that can be found and used in Microsoft Office Word 2010 can also be used in OneNote 2010 for formatting purposes. A keyboard shortcut allows you to make changes to your text without using your mouse. To use a shortcut hold down the CTRL key along with the specific command key.

Command	Shortcut	Command	Shortcut	Command	Shortcut
Bold	CTRL + B	Italic	CTRL + I	Underline	CTRL + U
Center	CTRL + E	Left Align	CTRL + L	Right Align	CTRL + R
Justify	CTRL + J	Undo	CTRL + Z	Cut	CTRL + X
Copy	CTRL + C	Paste	CTRL + V	Select All	CTRL + A
New	CTRL + N	Open	CTRL + O	Print	CTRL + P
Credit to the following website for its helpful information: http://www.dummies.com/how-to/content/word-2010-keyboard-shortcuts.html					

Ribbon Shortcuts

The Ribbon design comes with new shortcuts. This provides the advantage of giving a shortcut for every single button on the Ribbon and these shortcuts often require fewer keys than traditional shortcuts.
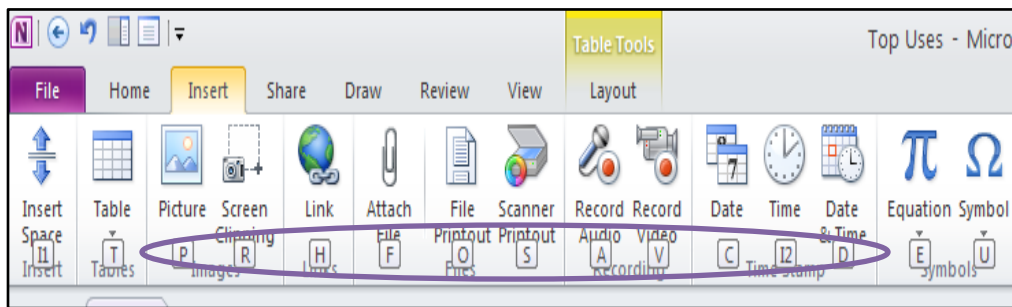
Press the "ALT" button to make the Key Tip badges appear for all Ribbon tabs. Then, on your keyboard, press the Key Tip for the tab you want to display; for example, press H for the Home tab. This makes all the Key Tips for that tab's commands appear. Then you can press the Key Tip for the command you want.

Tag Shortcuts

The Tag group also comes with new shortcuts. A keyboard shortcut allows you to make changes to your text without using your mouse. To use a shortcut hold down the CTRL key along with the specific command key.

Command	Shortcut	Command	Shortcut	Command	Shortcut
To Do	CTRL + 1	Remember for later	CTRL + 4	Contact	CTRL + 7
Important	CTRL + 2	Definition	CTRL + 5	Address	CTRL + 8
Question	CTRL + 3	Highlight	CTRL + 6	Phone Number	CTRL + 9

Shortcuts

Typing and Editing Notes

Command	Shortcut
Open a new OneNote window.	CTRL+M
Open a small OneNote window to create a side note.	CTRL+SHIFT+M
Dock the OneNote window.	CTRL+ALT+D
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Select all items on the current page. NOTE Press CTRL+A more than once to increase the scope of the selection.	CTRL+A
Cut the selected text or item.	CTRL+X
Copy the selected text or item to the Clipboard.	CTRL+C
Paste the contents of the Clipboard.	CTRL+V
Move to the beginning of the line.	HOME
Move to the end of the line.	END
Move one character to the left.	LEFT ARROW
Move one character to the right.	RIGHT ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Delete one character to the left.	BACKSPACE
Delete one character to the right.	DELETE
Delete one word to the left.	CTRL+BACKSPACE
Delete one word to the right.	CTRL+DELETE
Insert a line break without starting a new paragraph.	SHIFT+ENTER
Check spelling.	F7
Open the thesaurus for the currently selected word.	SHIFT+F7
Bring up the context menu for any note, tab, or any other object that currently has focus.	SHIFT+F10
Execute the action suggested on the Information Bar if it appears at the top of a page.	CTRL+SHIFT+W

Formatting Notes

Command	Shortcut
Highlight selected text in yellow.	CTRL+SHIFT+H or CTRL+ALT+H
Insert a hyperlink.	CTRL+K
Copy the formatting of selected text (Format Painter).	CTRL+SHIFT+C
Paste the formatting to selected text (Format Painter).	CTRL+SHIFT+V
Open a hyperlink. NOTE The cursor must be placed anywhere within the formatted hyperlink text.	ENTER
Apply or remove bold formatting from the selected text.	CTRL+B
Apply or remove italic formatting from the selected text.	CTRL+I
Apply or remove the underline from the selected text.	CTRL+U
Apply or remove strikethrough from the selected text.	CTRL+HYPHEN
Apply or remove superscript formatting from the selected text.	CTRL+SHIFT+=
Apply or remove subscript formatting from the selected text.	CTRL+=
Apply or remove bulleted list formatting from the selected paragraph.	CTRL+PERIOD
Apply or remove numbered list formatting from the selected paragraph.	CTRL+SLASH
Apply a Heading 1 style to the current note.	CTRL+ALT+1

Apply a Heading 2 style to the current note.	CTRL+ALT+2
Apply a Heading 3 style to the current note.	CTRL+ALT+3
Apply a Heading 4 style to the current note.	CTRL+ALT+4
Apply a Heading 5 style to the current note.	CTRL+ALT+5
Apply a Heading 6 style to the current note.	CTRL+ALT+6
Apply the Normal style to the current note.	CTRL+SHIFT+N
Indent a paragraph from the left.	ALT+SHIFT+RIGHT ARROW
Remove a paragraph indent from the left.	ALT+SHIFT+LEFT ARROW
Right-align the selected paragraph.	CTRL+R
Left-align the selected paragraph.	CTRL+L
Increase the font size of selected text.	CTRL+SHIFT+>
Decrease the font size of selected text.	CTRL+SHIFT+<
Clear all formatting applied to the selected text.	CTRL+SHIFT+N
Show or hide rule lines on the current page.	CTRL+SHIFT+R

Adding Items to a Page

Command	Shortcut
Insert a document or file on the current page.	ALT+N, F
Insert a document or file as a printout on the current page.	ALT+N, O
Show or hide document printouts on the current page (when running OneNote in High Contrast mode).	ALT+SHIFT+P
Insert a picture from a file.	ALT+N, P
Insert a picture from a scanner or a camera.	ALT+N, S
Insert a screen clipping. Note The OneNote icon must be active in the notification area, at the far right of the Windows taskbar.	Windows logo key+S
Insert the current date.	ALT+SHIFT+D
Insert the current date and time.	ALT+SHIFT+F
Insert the current time.	ALT+SHIFT+T
Insert a line break.	SHIFT+ENTER
Start a math equation or convert selected text to a math equation.	ALT+=
Create a table by adding a second column to already typed text.	TAB
Create another column in a table with a single row.	TAB
Create another row when at the end cell of a table. Note Press ENTER a second time to finish the table.	ENTER
Create a row below the current row in a table.	CTRL+ENTER
Create another paragraph in the same cell in a table.	ALT+ENTER
Create a column to the right of the current column in a table.	CTRL+ALT+R
Create a column to the left of the current column in a table.	CTRL+ALT+E
Create a row above the current one in a table (when the cursor is at the beginning of any row).	ENTER
Delete the current empty row in a table (when the cursor is at the beginning of the row).	DEL (press twice)

Selecting Notes and Objects

Command	Shortcut
Select all items on the current page. Note Press CTRL+A more than once to increase the scope of the selection.	CTRL+A
Select to the end of the line.	SHIFT+END
Select the whole line (when the cursor is at the beginning of the line).	SHIFT+DOWN ARROW
Jump to the title of the page and select it.	CTRL+SHIFT+T
Cancel the selected outline or page.	ESC
Move the current paragraph or several selected paragraphs up.	ALT+SHIFT+UP ARROW
Move the current paragraph or several selected paragraphs down.	ALT+SHIFT+DOWN ARROW
Move the current paragraph or several selected paragraphs left (decreasing the indent).	ALT+SHIFT+LEFT ARROW
Move the current paragraph or several selected paragraphs right (increasing the indent).	ALT+SHIFT+RIGHT ARROW
Select the current paragraph and its subordinate paragraphs.	CTRL+SHIFT+HYPHEN
Delete the selected note or object.	DELETE
Move to the beginning of the line.	HOME
Move to the end of the line.	END
Move one character to the left.	LEFT ARROW
Move one character to the right.	RIGHT ARROW
Go back to the last page visited.	ALT+LEFT ARROW
Go forward to the next page visited.	ALT+RIGHT ARROW
Start playback of a selected audio or video recording.	CTRL+ALT+P
Start playback of a selected audio or video recording.	CTRL+ALT+S
Rewind the current audio or video recording by a few seconds.	CTRL+ALT+Y
Fast-forward the current audio or video recording by a few seconds.	CTRL+ALT+U

Using Outlines

Command		Shortcut
Show through Level 1.		ALT+SHIFT+1
Expand to Level 2.		ALT+SHIFT+2
Expand to Level 3.		ALT+SHIFT+3
Expand to Level 4.		ALT+SHIFT+4
Expand to Level 5.		ALT+SHIFT+5
Expand to Level 6.		ALT+SHIFT+6
Expand to Level 7.		ALT+SHIFT+7
Expand to Level 8.		ALT+SHIFT+8
Expand to Level 9.		ALT+SHIFT+9
Expand all levels.		ALT+SHIFT+0
Increase indent by one level.		TAB
Decrease indent by one level.		SHIFT+TAB
Expand a collapsed outline.		ALT+SHIFT+PLUS SIGN
Collapse an expanded outline.		ALT+SHIFT+MINUS SIGN

Specifying Language Settings

Command	Shortcut
Set writing direction left to right.	CTRL+LEFT SHIFT
Set writing direction right to left.	CTRL+RIGHT SHIFT
Increase indent by one level in right-to-left text.	TAB
Decrease indent by one level in right-to-left text.	SHIFT+TAB

Working with Pages and Side Notes

Command	Shortcut
Enable or disable full page view.	F11
Open a new OneNote window.	CTRL+M
Open a small OneNote window to create a side note.	CTRL+SHIFT+M
Expand or collapse the tabs of a page group.	CTRL+SHIFT+*
Print the current page.	CTRL+P
Add a new page at the end of the selected section.	CTRL+N
Increase the width of the page tabs bar.	CTRL+SHIFT+[
Decrease the width of the page tabs bar.	CTRL+SHIFT+]
Create a new page below the current page tab at the same level.	CTRL+ALT+N
Decrease indent level of the current page tab label.	CTRL+ALT+[
Increase indent level of the current page tab label.	CTRL+ALT+]
Create a new subpage below the current page.	CTRL+SHIFT+ALT+N
Select all items. Note Press CTRL+A several times to increase the scope of the selection.	CTRL+A
Select the current page.	CTRL+SHIFT+A If the selected page is part of a group, press CTRL+A to select all of the pages in the group.
Move the selected page tab up.	ALT+SHIFT+UP ARROW
Move the selected page tab down.	ALT+SHIFT+DOWN ARROW
Move the insertion point to the page title.	CTRL+SHIFT+T
Go to the first page in the currently visible set of page tabs.	ALT+PAGE UP
Go to the last page in the currently visible set of page tabs.	ALT+PAGE DOWN
Scroll up in the current page.	PAGE UP
Scroll down in the current page.	PAGE DOWN
Scroll to the top of the current page.	CTRL+HOME
Scroll to the bottom of the current page.	CTRL+END
Go to the next paragraph.	CTRL+DOWN ARROW
Go to the previous paragraph.	CTRL+UP ARROW
Move the insertion point up in the current page, or expand the page up.	CTRL+ALT+UP ARROW
Move the insertion point down in the current page, or expand the page down.	CTRL+ALT+DOWN ARROW
Move the insertion point left in the current page, or expand the page to the left.	CTRL+ALT+LEFT ARROW

Move the insertion point right in the current page, or expand the page to the right.	CTRL+ALT+RIGHT ARROW
Go to the next note container.	ALT+DOWN ARROW
Go to the beginning of the line.	HOME
Go to the end of the line.	END
Move one character to the left.	LEFT ARROW
Move one character to the right.	RIGHT ARROW
Go back to the last page visited.	ALT+LEFT ARROW
Go forward to the next page visited.	ALT+RIGHT ARROW
Zoom in.	ALT+CTRL+PLUS SIGN (on the numeric keypad) −OR− ALT+CTRL+SHIFT+PLUS SIGN
Zoom out.	ALT+CTRL+MINUS SIGN (on the numeric keypad) −OR− ALT+CTRL+SHIFT+HYPHEN
Save changes.	CTRL+S

Working with Notebooks and Sections

Command	Shortcut
Create a new section.	CTRL+T
Open a notebook.	CTRL+O
Open a section.	CTRL+ALT+SHIFT+O
Go to the next section.	CTRL+TAB
Go to the previous section.	CTRL+SHIFT+TAB
Go to the next page in the section.	CTRL+PAGE DOWN
Go to the previous page in the section.	CTRL+PAGE UP
Go to the first page in the section.	ALT+HOME
Go to the last page in the section.	ALT+END
Go to the first page in the currently visible set of page tabs.	ALT+PAGE UP
Go to the last page of the currently visible set of page tabs.	ALT+PAGE DOWN
Move or copy the current page.	CTRL+ALT+M
Put focus on the current page tab.	CTRL+ALT+G
Select the current page tab.	CTRL+SHFT+A
Put focus on the current section tab.	CTRL+SHIFT+G
Move the current section.	CTRL+SHIFT+G, SHIFT+F10, M
Switch to a different notebook on the Navigation bar.	CTRL+G, then press DOWN ARROW or UP ARROW keys to select a different notebook, and then press ENTER

Searching Notes

Command	Shortcut
Move the insertion point to the Search box to search all notebooks.	CTRL+E
While searching all notebooks, preview the next result.	DOWN ARROW
While searching all notebooks, go to the selected result and dismiss Search.	ENTER
Change the search scope.	CTRL+E, TAB, SPACE
Open the Search Results pane.	ALT+O after searching
Search only the current page. Note You can switch between searching everywhere and searching only the current page at any point by pressing CRTL+E or CTRL+F.	CTRL+F
While searching the current page, move to the next result.	ENTER or F3
While searching the current page, move to the previous result.	SHFT+F3
Dismiss Search and return to the page.	ESC

Sharing Notes with Other People

Command	Shortcut
Send the selected pages in an e-mail message.	CTRL+SHIFT+E

Sharing Notes with Other Programs

Command	Shortcut
Send the selected pages in an e-mail message.	CTRL+SHIFT+E
Create a Today Outlook task from the currently selected note.	CTRL+SHIFT+1
Create a Tomorrow Outlook task from the currently selected note.	CTRL+SHIFT+2
Create a This Week Outlook task from the currently selected note.	CTRL+SHIFT+3
Create a Next Week Outlook task from the currently selected note.	CTRL+SHIFT+4
Create a No Date Outlook task from the currently selected note.	CTRL+SHIFT+5
Open the selected Outlook task.	CTRL+SHIFT+K
Mark the selected Outlook task as complete.	CTRL+SHIFT+9
Delete the selected Outlook task.	CTRL+SHIFT+0
Sync changes in the current shared notebook.	SHIFT+F9
Sync changes in all shared notebooks.	F9
Mark the current page as Unread.	CTRL+Q

Password-protecting Sections

Command	Shortcut
Lock all password-protected sections.	CTRL+ALT+L