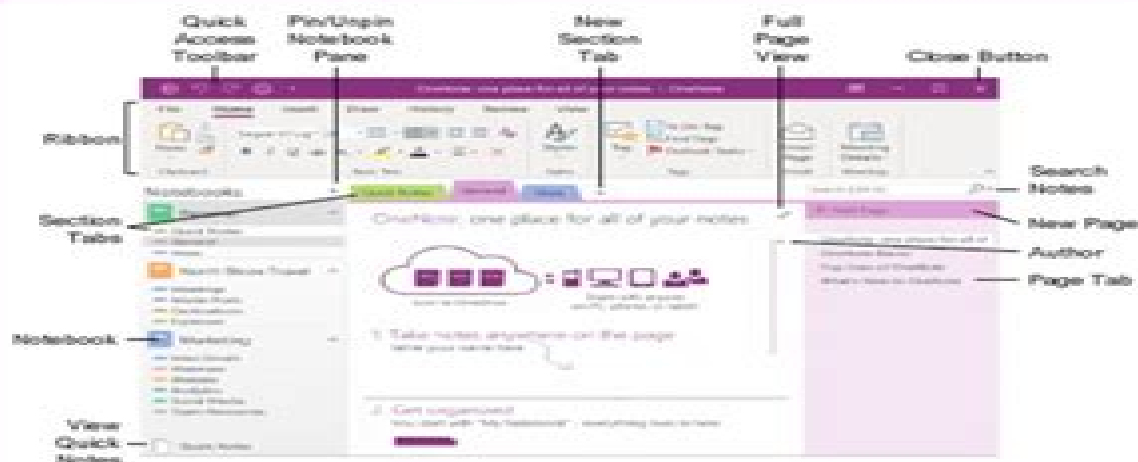




Microsoft® OneNote Quick Reference Guide

The OneNote Program Screen



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 - S
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

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 tabs.

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** X.

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** X.

Change a Notebook's Name: Click the **File** tab, click the **Settings** button, and select **Properties** P. 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** P. 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** B button. Click the current notebook's list arrow and click the **Pin Notebook Pane to Side** P button. Expand the notebook's sections. Click and drag deleted pages or sections to an open notebook.



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Padhraic Smyth



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Using Person-Centered Health Analytics to Live Longer Dwight McNeill,2015-03-19 The American way of producing health is failing It continues to rank very low among developed countries on our most vital need to live a long and healthy life Despite the well intentioned actions on the part of government life sciences and technology the most important resource for achieving our full health potential is ourselves This book is about how you can do so and how others can help you Dwight McNeill introduces person centered health analytics pchA and shows how you can use it to master five everyday behaviors that cause and perpetuate most chronic diseases Using Person Centered Health Analytics to Live Longer combines deep insight a comprehensive framework and practical tools for living longer and healthier lives It offers a clear path forward for both individuals and stakeholders including providers payers health promotion companies technology innovators government and analytics practitioners

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Essentials of Developing Windows Store Apps Using HTML5 and JavaScript (MCSD) Wouter de Kort, 2014-07-22 Fully updated Prepare for Microsoft Exam 70 481 and help demonstrate your real world mastery of Windows Store app development using HTML5 and JavaScript Designed for experienced developers ready to advance their status Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSD level Focus on the expertise measured by these objectives Design Windows Store apps Develop Windows Store apps Create the user interface Program user interaction Manage security and data This Microsoft Exam Ref Is fully updated for Windows 8 1 and Visual Studio 2013 Organizes its coverage by objectives for Exam 70 481 Features strategic what if scenarios to challenge you Requires a minimum of two to five years of experience developing HTML CSS and JavaScript applications including one or more years developing applications that conform to the Windows Store app guidelines

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