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Launch Tip of the Month **January 2020**

Microsoft OneNote is a powerful tool that lets you create electronic notebooks that can be accessed from any device that has an internet connection. Use it to take meeting notes, store audio, video, photos, tables, screenshots, equations, hyperlinks, and files! It makes it easy to find and access information quickly.

For those of you who already use OneNote, I'd like to share some of my favorite shortcut keys.

- ✓ You can access a list of shortcut keys by pressing F1, while in OneNote.
- ✓ Press Ctrl+M to open multiple OneNote windows. Now if you dock and tile the windows, you can see more than one page at the same time!
- ✓ Go back to the last page you visited by pressing Alt+Left Arrow.
- ✓ Go forward to the next page visited by pressing Alt+Right Arrow.
- ✓ Press Shift+F7 to open the thesaurus for the currently selected word.
- ✓ Quickly jump to the title of the page and select it by pressing Ctrl+Shift+T
- ✓ Move the current paragraph up or down by pressing Alt+Shift+Up/Down Arrow.
- ✓ Create a new section by pressing Ctrl+T.
- ✓ Enable or disable full page view by pressing F11.
- ✓ 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
- ✓ Go to the next or previous section by pressing Ctrl+Tab or Ctrl+Shift+Tab.
- ✓ Use Ctrl+Page Down or Page Up to move from page to page.

Want to learn more about OneNote? Launch offers a three-hour instructor-led class at your site or a 90 minute instructor-led webinar to get you up and running with this amazing program.

Featured Course: Getting Started with Microsoft OneNote

- Learn to organize your information into Notebooks, Section Groups, Sections, Pages, and Subpages.
- Create bulleted or numbered lists.
- Add content such as pictures, tables, files, audio, video, shapes, and hyperlinks.
- Integrate OneNote and Outlook, PowerPoint, and Excel.
- Learn to use Tags.
- Use Page Templates.
- Password protect a section.

Visit <https://www.launchtraining.com/outlines-1> to view all of our class outlines.