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Launch Tip of the Month **April 2022**

OneNote is almost always open on my computer. It's the perfect place to store the information you want to access quickly. But is there a quick way to access OneNote itself? You bet!

1. Press Windows Logo Key+Shift+N.

Note: The Windows Logo Key is the key in the lower left corner of your keyboard near Ctrl and Alt.



Want to learn more about Microsoft OneNote? Launch offers an instructor-led class at your site as well as an instructor-led webinar.

Featured Course: Getting Started with Microsoft OneNote

- What is OneNote?
- Ways people use OneNote
- The OneNote hierarchy
- Creating a new notebook
- The Notebook Properties dialog box
- Creating a section Group
- Creating a new section
- Renaming a section
- Moving a section into a section Group
- Changing the color of a section
- Moving a section
- Deleting a section
- Adding text to a page
- Creating a bulleted or numbered list
- Changing Text Attributes
- Applying a style to text
- Highlighting text
- Aligning text
- Handwriting
- Customizing a pen type

- Converting handwriting to text
- Working with note containers
- Spelling
- Inserting a table
- Inserting and removing rows and columns from a table
- Inserting a graphic
- Inserting a screen capture
- Inserting web content
- Inserting mathematical functions
- Inserting a line or shape
- Modifying a line or shape
- Inserting a link
- Attaching a file
- Inserting the date and time
- Inserting an equation
- Inserting a symbol
- Recording an audio clip
- Previewing and printing a note page
- Searching
- Working with Outlook
- Emailing a Page
- Assigning a task in Outlook
- Inserting meeting details into OneNote
- Sending an email to OneNote
- Inserting a new Page
- Page Templates
- Working with subpages
- Adding or removing space from a page
- Password protecting a section

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