

Mail Merge and OneNote

Table of Contents

Mail Merge.....	2	Print to OneNote	16
Checking Your Data Source.....	3	Notebook Sections	17
Letters	4	Pages	17
Creating the Letter Source	4	Subpages	17
Adding Merge Fields	5	Insert/Remove Space	17
Checking Your Document	6	Moving / Copying Pages.....	18
Finishing the Merge	7	Moving / Copying Sections	19
Completing the Mail Merge.....	7	Deleting.....	20
Mailing Labels	8	Tags	21
Creating the Label Source	8	Searching Tags.....	21
Adding Merge Fields	9	Tablet Commands.....	22
Completing the Merge	11	Creating Handwritten Text	22
Completing the Merge	12	Converting Handwriting to Text	22
Reusing a Merge Document	12	Using OneNote on Your Tablet or Phone.....	22
OneNote.....	13	Getting OneNote Set Up with OneDrive	22
Opening OneNote.....	13	Sections and Pages	23
Main Screen	14	Individual Pages	24
Entering Information into OneNote	15	OneNote Quick Reference	25
Resizing Text Boxes	15	Math Functions.....	27
Copying and Pasting into OneNote.....	15		

Updated: 4 March 2019

Mail Merge

Mail Merge is one of the most useful tools in the office suite. It allows you to take a list of addresses (and other data) in Excel, and create mass mailings with just a few clicks.

You need two things for a mail merge: a data source and the document into which that data will be added. The best data source to use is Excel, and if at all possible the excel worksheet should have individual columns for each bit of data.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Prefix	Address	City	State	Zip	E-mail Address
2	Banner	Bruce	Mr.	375 Radiation Drive	Parsons	WV	24385	Bruce.Banner@secretorg.com
3	Bell	Tinker	Ms.	57 Grapevine Way	Weston	WV	26745	Tinker.Bell@secretorg.com
4	Blake	Henry	Col.	847 Mash Street	Morgantown	WV	26514	Henry.Blake@secretorg.com
5	Bonapart	Napolean	Emperor	894 Champ Elaysis	Paris	WV	82975	Napolean.Bonapart@secretorg.com
6	Book	Shepherd	Fr.	954 Haven Way	Star City	WV	26501	Shepherd.Book@secretorg.com
7	Burns	Frank	Dr.	721 Mash Street	Morgantown	WV	26508	Frank.Burns@secretorg.com
8	Calrisian	Lando	President	36 Democracy Blvd	Cloud City	PA	49756	Lando.Calrisian@secretorg.com
9	Carson	Kit	Mr.	81 Alamo Ave	Morgantown	WV	26505	Kit.Carson@secretorg.com

In this data source, you can see that there are individual columns for first name, last name, street address, city, state, and zip. You can have as many columns as you want in your source data, and use just the columns you want for your mail merge.

The document can be any kind of word document: a letter, mailing labels, and email. You insert field codes into the document to tell the program what bits of the Excel document to enter where.

```
«Prefix» «First_Name» «Last_Name»|  
«Address»  
«City», «State» «Zip»
```

```
Dear «Prefix» «Last_Name»,
```

```
Thank you for your generous donation of $«Donation» to
```

```
We will send your receipt to the address we have listed
```

The field codes are the bits of text surrounded by the pointy brackets: <<**First_Name**>>

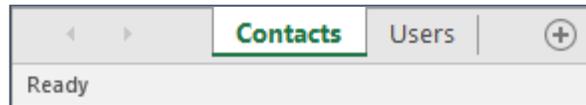
You add field codes wherever you want data from your source to be entered.

Checking Your Data Source

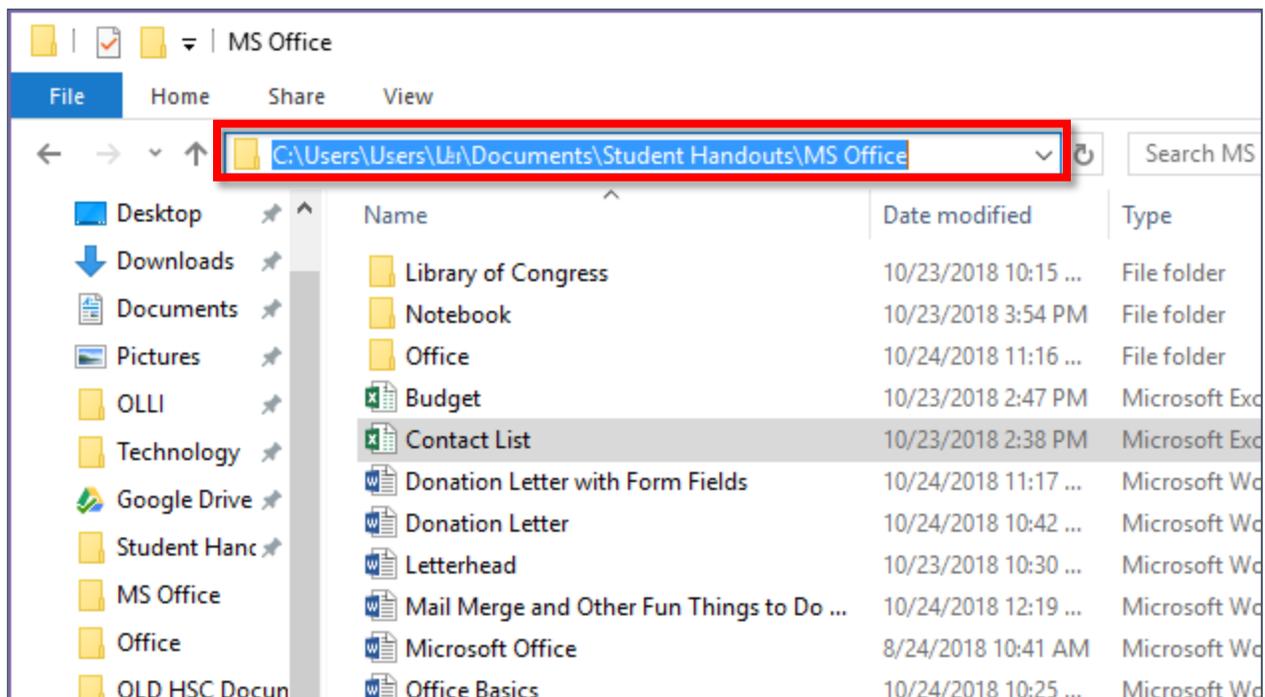
1. Open the data source (Excel file) you are going to use.
2. Your column headers (the fields at the top of each column) will be your field codes. If you don't have column headers for your spreadsheet, create them.

	A	B	C	D	E	F	G
1	Last Name	First Name	Prefix	Address	City	State	Zip

3. Note the name of the worksheet where your data is located—especially if there are multiple worksheets in your workbook.



4. To verify the location of your data source, select the **File** tab, then at the lower right of the Info tab, click **Open File Location**.



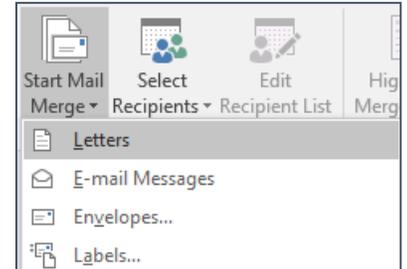
5. In Windows Explorer, the Location Bar displays where the file is. Click into the location bar to see the complete path to the file. You can use the keyboard command **Ctrl + C** to copy the location.

Letters

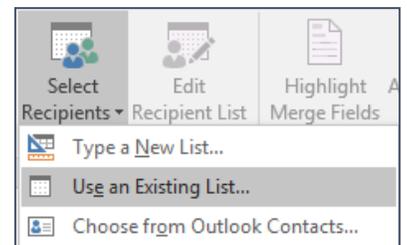
The most basic (and possibly easiest) type of mail merge is a form letter. You compose your letter, inserting field codes where you would like data from your source entered.

Creating the Letter Source

1. Open a new Word document **OR** open an existing letter upon which you want to base your letter.
2. Select the **Mailings** tab.
3. Click the **Start Mail Merge** button and from the menu and select **Letters**.



4. Click the **Select Recipients** button, and select **Use an Existing List**.

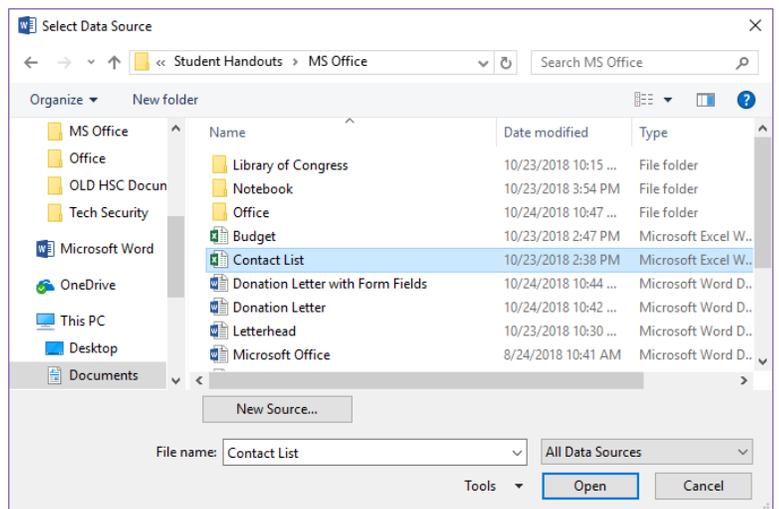


5. Browse to the location of your source data.

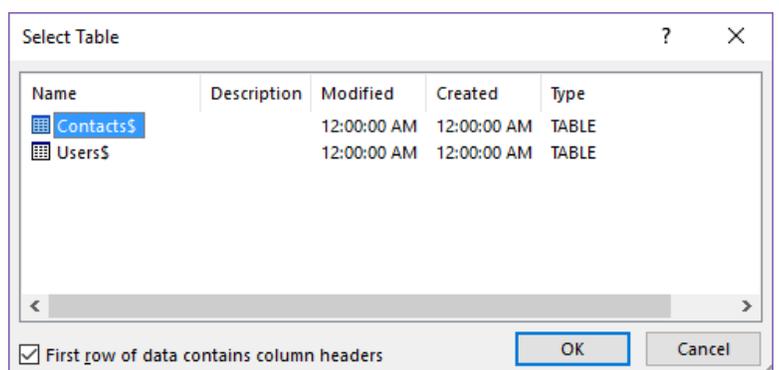
OR

If you copied the location previously, paste it into the location bar (Ctrl + V) and press **Enter**.

6. Select the Excel file that has your source data.
7. Click **Open**.



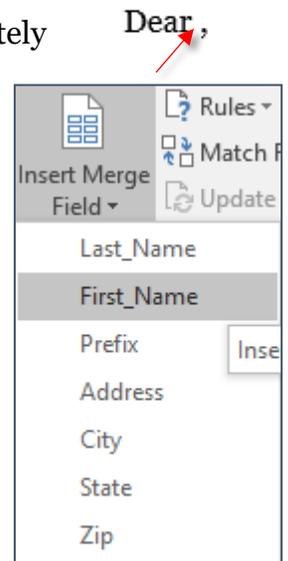
8. In the Select Table dialog box, select the worksheet that contains your source data. Your document is now linked to the selected data source.



Adding Merge Fields

1. Place your cursor in the location where the first field code should appear. For example, if you are writing a form letter, you might place your cursor immediately before the comma after **Dear**.
2. On the Mailings tab, click the text of the **Insert Merge Field** button. A menu appears listing all the column headers in your source document.
3. Select the field code you want to enter.
4. Repeat until all field codes have been entered where you want them.

OR

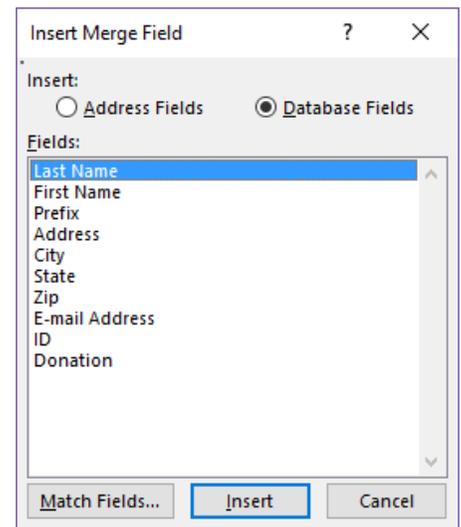


3. Press the picture portion of the **Insert Merge Field** button. A dialog box appears, displaying the column headers in your source document. Select the field code you want to add and then click the **Insert** button.

OR

Double click on the field code you want to insert.

4. Insert the rest of the desired field codes, then close the dialog box.



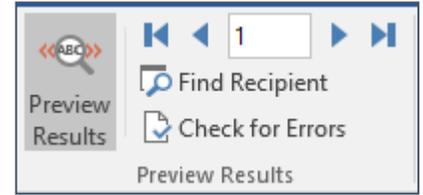
5. The field codes are now displayed in your document. Add spacing and punctuation and hard returns as needed. It is often helpful to use **Show/Hide** codes here, to make sure you have the correct number of spaces between your codes. If you are having difficulty seeing codes, use the page zoom to make everything larger.

«Prefix» «First_Name» «Last_Name»
 «Address»
 «City», «State» «Zip»

¶
 «Prefix»·«First_Name»·«Last_Name»¶
 «Address»¶
 «City»,·«State»·«Zip»¶
 ¶

Checking Your Document

1. Once you have inserted the field codes into your document, you need to check to make sure that everything will display properly once you complete the merge. You check this using the button.
2. The Preview Results button toggles between displaying the field codes and displaying how the final document will look.
3. You can use the arrow keys to scroll through the individual letters in your merge.



Document with Field Codes

Mad Scientists Inc
1000000 Mercury Ave
Potassium, WV 12345

«Prefix» «First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

Dear «Prefix» «Last_Name»,

Thank you for your generous donation of \$«Donation» to the Mad Scientists Inc fund.

We will send your receipt to the address we have listed.

Thank you again for helping to keep us in crucibles and test tubes!

Beaker,
Founder of Mad Scientists Inc

Document with Preview Results

Mad Scientists Inc
1000000 Mercury Ave
Potassium, WV 12345

Mr. Bruce Banner
375 Radiation Drive
Parsons, WV 24385

Dear Mr. Banner,

Thank you for your generous donation of \$1200 to the Mad Scientists Inc fund.

We will send your receipt to the address we have listed.

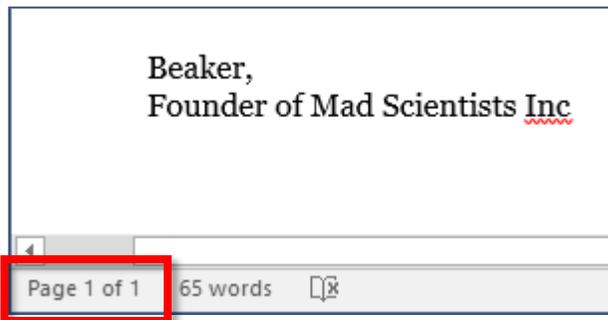
Thank you again for helping to keep us in crucibles and test tubes!

Beaker,
Founder of Mad Scientists Inc

Finishing the Merge

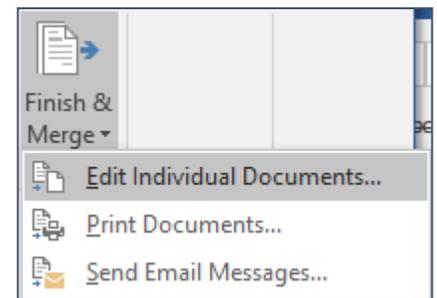
Once you have checked your document, you are ready to complete the merge. This is the step most people forget, so if you have only a single letter, you have not actually finished your merge.

You can quickly tell whether you completed the merge by checking the number of pages in your document.

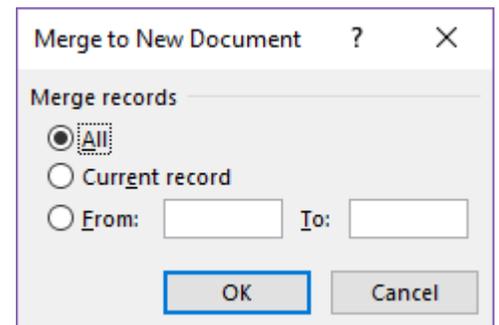


Completing the Mail Merge

1. Check your preview to make sure your letters are as expected.
2. On the Mailings tab, click the **Finish & Merge** button.
3. From the drop down menu, select **Edit Individual Documents**.



4. A dialog box appears. Select **All** and click **OK**.



5. A new document opens, with all your letters in a single document, ready to be printed.

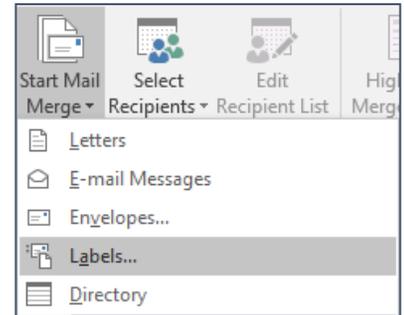
Mailing Labels

Instead of having to type individual addresses onto a sheet of labels, a Mail Merge allows you to create mailing labels directly from an address list.

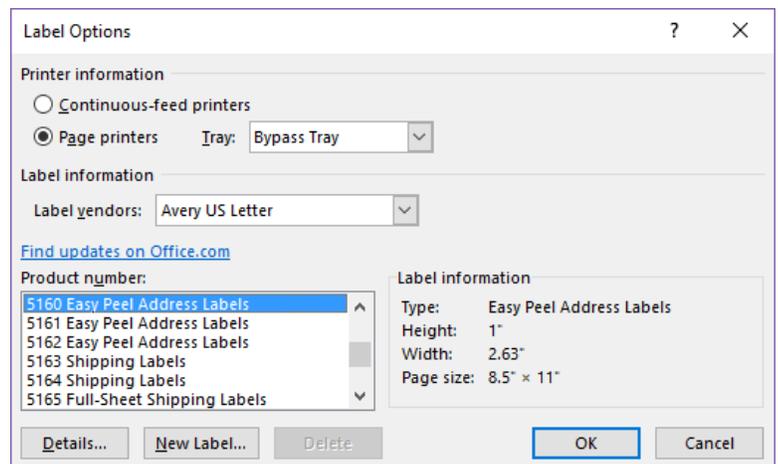
The two steps people most frequently miss are Updating their labels and

Creating the Label Source

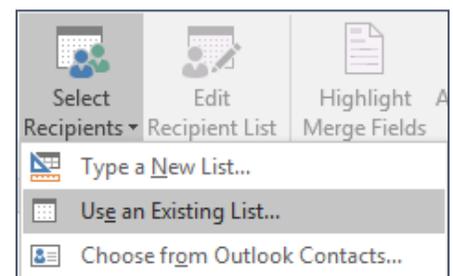
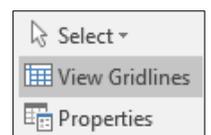
1. Check your source data. (See page 3)
2. Find the label number on your box of labels. Most common is Avery 5160.
3. Open a new Word document.
4. On the Mailings tab, click the **Start Mail Merge** button then select **Labels**.



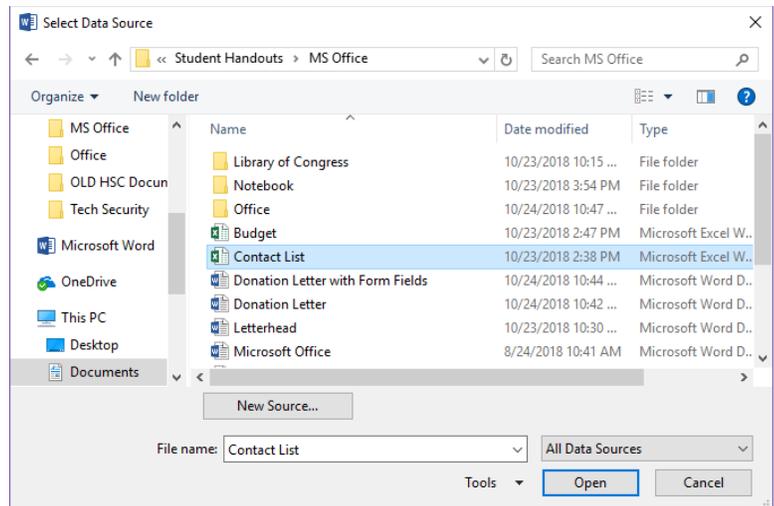
5. You are prompted to select the label type. The most common labels are:
 - **Label vendors:** Avery US Letter
 - **Product number:** 5160 Easy Peel Address Labels



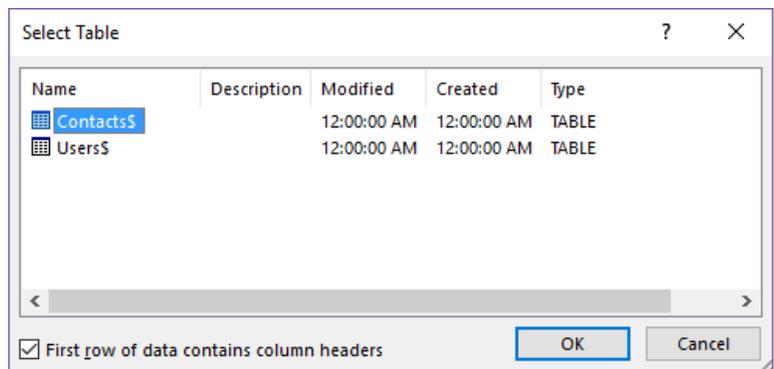
6. The document is formatted for labels. By default, newer versions of Word do not always display the outlines of the labels, which is super confusing. To display the label outlines, select the **Table Tools Layout** tab, and then click **View Gridlines** to make the label outlines visible.
7. Click the **Select Recipients** button. From the drop down menu select **Use an Existing List**.



8. Browse to the location of your source data, or if you copied the location previously, paste it into the location bar and press **Enter**.
9. Select the Excel file that has your source data.
10. Click **Open**.

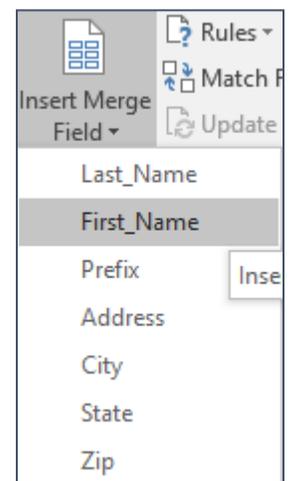


11. In the Select Table dialog box, select the worksheet that contains your source data. Your document is now linked to the selected data source.



Adding Merge Fields

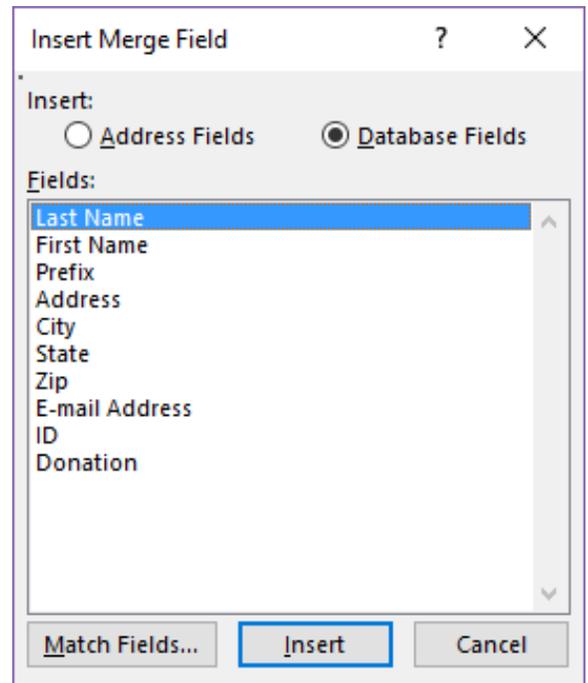
1. Place your cursor in the location where the first field code should appear.
 2. On the Mailings tab, click the text of the **Insert Merge Field** button. A menu appears listing all the column headers in your source document.
 3. Select the field code you want to enter.
 4. Repeat until all field codes have been entered where you want them.
- OR**



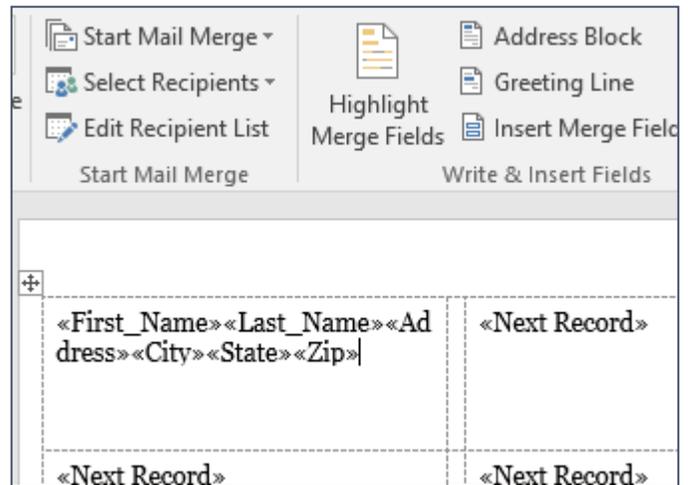
Press the picture portion of the **Insert Merge Field** button. A dialog box appears, displaying the column headers in your source document. Select the field code you want to add and then click the **Insert** button.

OR

Double click on the field code you want to insert. Insert the rest of the desired field codes, then close the dialog box.



5. Your first label is displayed with the field codes you just entered. All additional labels contain the field code <<**Next Record**>>. This does NOT print, but is simply a command for the merge process.

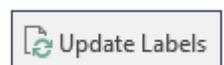


6. The field codes are now displayed in your document. Add spacing and punctuation as needed. It is often helpful to use **Show/Hide** codes here, to make sure you have the correct number of spaces between your codes. If you are having difficulty seeing the marks for spaces, use page zoom to make everything larger.

«Prefix» «First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

¶
«Prefix»·«First_Name»·«Last_Name»¶
«Address»¶
«City»,-«State»·«Zip»¶
¶

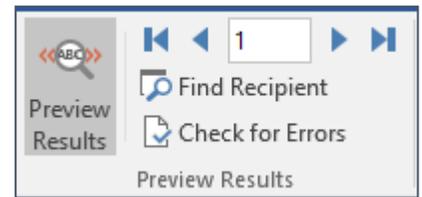
7. Click the **Update Labels** button.



8. The document is updated, placing the field codes and formatting from the first label into all subsequent labels. The text MAY look wonky and out of line. It is NOT—the <<Next Record>> field does not contain characters to be printed.

«First_Name» «Last_Name» «Address» «City», «State» «Zip»	«Next Record»«First_Name» «Last_Name» «Address» «City», «State» «Zip»	«N «I «A «C
«Next Record»«First_Name» «Last_Name» «Address» «City», «State» «Zip»	«Next Record»«First_Name» «Last_Name» «Address» «City», «State» «Zip»	«N «I «A «C
«Next Record»«First_Name»	«Next Record»«First_Name»	«N

9. Click the **Preview Results** button. The labels are now displayed as they will print.



10. Look through the document to make sure all the labels are looking as expected.

Bruce Banner 375 Radiation Drive Parsons, WV 24385	Tinker Bell 57 Grapevine Way Weston, WV 26745	H 84 M
Napolean Bonapart 894 Champ Elaysis Paris, WV 82975	Shepherd Book 954 Haven Way Star City, WV 26501	Fr 72 M
Lando Calrisian 26 Democracy Blvd	Kit Carson 81 Alamo Ave	C 17

Completing the Merge

Once you have checked your document, you are ready to complete the merge. This is the step most people forget, so if you have only a single sheet of labels, you likely have NOT finished your merge.

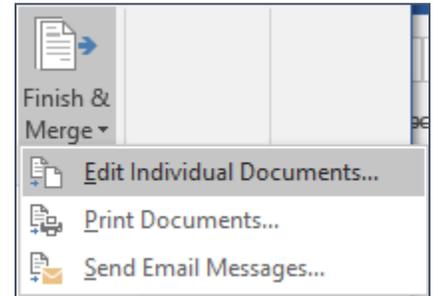
You can often quickly tell whether you completed the merge by checking the number of pages in your document.

Galapagos, WV 26784	Tattoo
Donald Duck 100 Walt Disney Drive Logan, PA 15136	Michael 25 Santa Fairmont
Page 1 of 1 247 words	

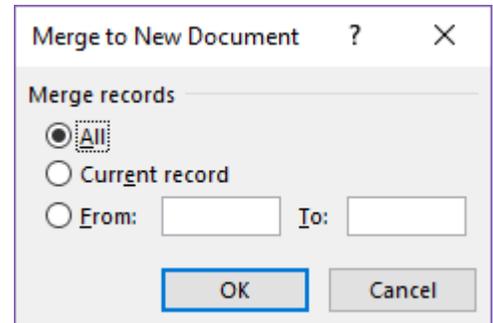
Galapagos, WV 26784	Tattoine
Donald Duck 100 Walt Disney Drive Logan, PA 15136	Michael 25 Santa Fairmont
Page 1 of 3 559 words	

Completing the Merge

1. Check your preview to make sure your labels are as expected.
2. On the Mailings tab, click the **Finish & Merge** button.
3. From the drop down menu, select **Edit Individual Documents**.



4. A dialog box appears. Select **All** and click **OK**.



5. A new document opens, with all your labels in a single document, ready to be printed.

Reusing a Merge Document

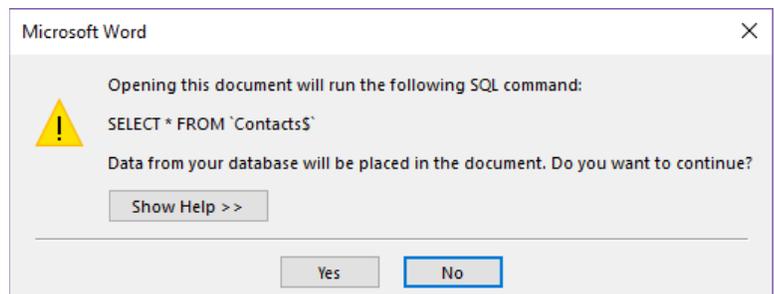
Once you have created a source document for mailing labels or letters, you can save the document with the field codes to use again.

Saving a Source Document

1. In the source document—the one with the field codes—save the document as you normally would, but give it a name that designates it as a mail merge source. Something like “Fundraising Letter MM”.

Reusing a Merge Document

1. Open the mail merge you previously saved.
2. A scary warning dialog box appears. It's just telling you that it wants to link to the source document you used last time. It's OK to say **Yes**. If you have moved your source document since the last time you did a mail merge, there might be issues. It's okay.



3. Your letter (or labels) open, displaying your field codes.
4. Go ahead and relink the documents. If you get an error message or if you are using a different source document, click the **Select Recipients** button and choose your spreadsheet. (See page 4)
5. Complete the merge as you would normally.

OneNote

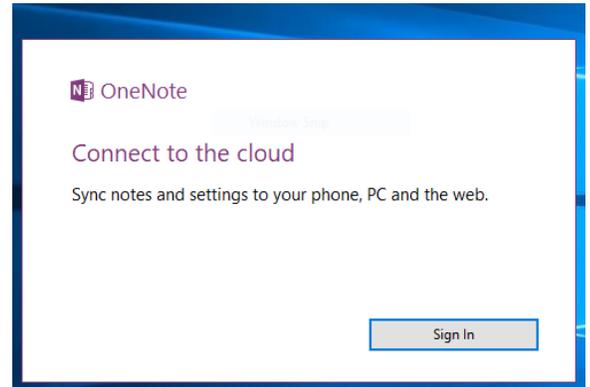
OneNote is one of the most under-appreciated programs in the Office Suite. It is the electronic replacement for a three-ring binder, your grocery list, and that pile of recipes you've been printing off the Internet.

Opening OneNote

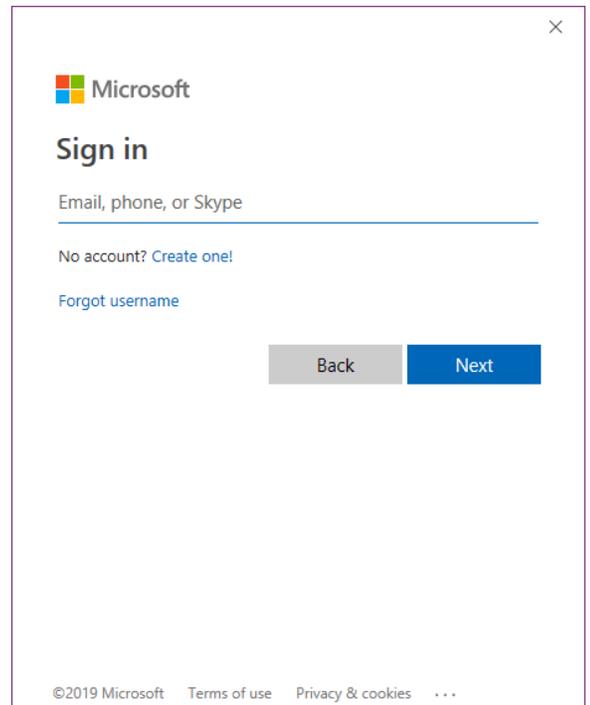
The first time you open OneNote on a device, it may prompt you to set up your OneDrive or other cloud services. It's perfectly fine to skip this step.

Skipping Cloud Services at Login

1. Go ahead and click the **Sign In** button.



2. At the Sign in dialog box, in the top right corner, click the grey X. One Note then opens to a new notebook.



Main Screen

Annotations in the image:

- Quick Access Toolbar
- Section Tabs
- New Section
- Search
- Ribbon
- Page Tabs

The main content area displays the following table:

Rank	2011	2012	2013	2014	2015
1	password	password	123456	123456	123456
2	123456	123456	password	password	password
3	12345678	12345678	12345678	12345	12345678
4	qwerty	abc123	qwerty	12345678	qwerty
5	abc123	qwerty	abc123	qwerty	12345
6	monkey	monkey	123456789	123456789	123456789
7	1234567	letmein	111111	1234	football
8	letmein	dragon	1234567	baseball	1234
9	trustno1	111111	iloveyou	dragon	1234567

Entering Information into OneNote

OneNote is far more flexible than most Office programs in that it allows you to enter text and information anywhere on the page.

Adding Typed Text

1. Place your cursor anywhere in the OneNote page.
2. Begin to type.

Resizing Text Boxes

When created, text boxes expand to fit the words or type you are entering into them. You can manually resize these text boxes by clicking and dragging on the borders when you get a double-headed arrow.

Adding a Picture

1. Drag and drop the picture from anywhere on your computer to an open OneNote page.

OR

1. In the **Images** section of the **Insert** tab, click the **Pictures** button.
2. Browse to the location of the image.
3. Select the image and click the **Insert** button.

Adding a Document

1. Drag and drop the file from anywhere on your computer to an open OneNote page.

OR

1. On the **Insert** tab, click the **Attach File** button.
2. Browse to the location of the image.
3. Select the file and click the **Insert** button.

One of the most common ways to add information is to Print to OneNote. (See page 16)

Copying and Pasting into OneNote

Data can be copied from any electronic source and pasted into OneNote. Depending upon how you want that information formatted, this may be a good time to use paste special.

Using Paste Special in OneNote

1. Highlight or select the information you want to copy. This can be from a web page, a Word document, an Excel worksheet, an email, or any electronic source.
2. Switch to OneNote. In the Home tab, click the **Paste Special** button and select the desired format.



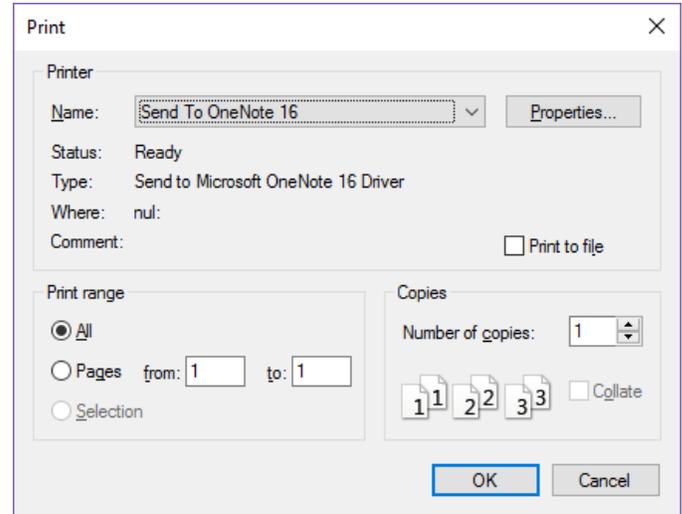
Print to OneNote

OneNote allows you to send documents such as web pages and PowerPoint presentations to OneNote.

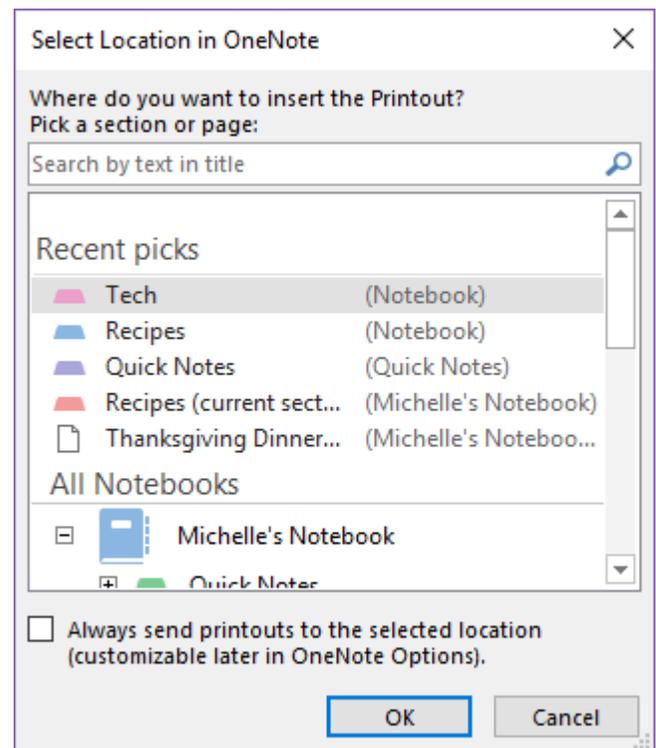
Just as with sending a document to a printer, you can send a selection to OneNote instead of the entire document.

Printing a Document to OneNote

1. Use the keyboard command **Ctrl + P** or use the print command you usually use.
2. Select **Send to OneNote 16** as the printer.
3. Choose the desired settings.
4. Click the **Print** button.



5. In the Select Location in OneNote dialog box, choose the notebook and section into which the file will be sent.
6. Click **OK**.



7. The speed at which a document processes depends upon the size and complexity of that document.
8. The document is inserted as a new page.

Another way to add information to a OneNote section is to just copy the information (such as from a web page) and paste it into a new OneNote page.

Notebook Sections

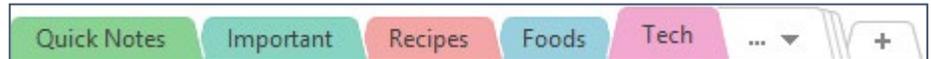
Each notebook has section tabs. These divisions allow you to organize the different parts of your project. For example, you could have one section for meeting notes, another section for questions to be addressed, and still another section for a working outline of the paper/project/poster.

Creating a New Section

1. Click the **Create a New Section** tab.

OR

Use the keyboard command
Ctrl + T.



Pages

Each section of the notebook can have multiple pages, allowing you to organize the content of your project.

Creating a New Page

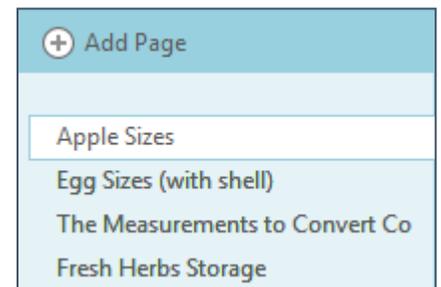
In the Page Tabs pane, click **New Page**.

OR

Use the keyboard command **Ctrl + N.**

OR

Right click on any tab and choose **New Page**.

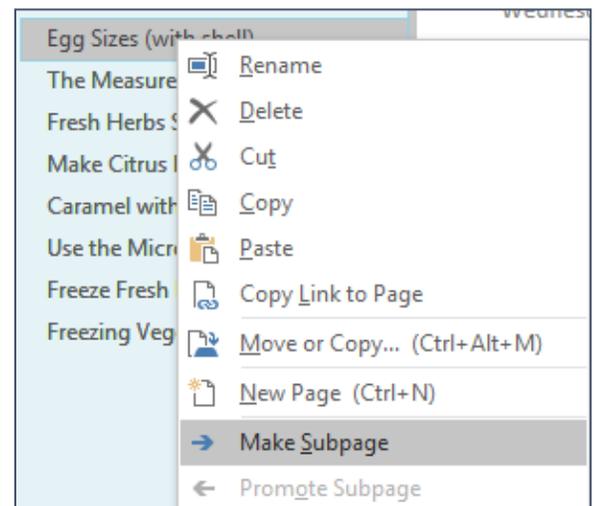


Subpages

A page can also have subpages. For example, in the meetings section, you can have pages for development meetings and pages for production meetings, and each page can have a set of subpages—one subpage for each individual meeting.

Changing a Page to a Subpage

1. Right click on the tab of the page to be demoted.
2. From the drop down menu select **Make Subpage**.



Insert/Remove Space

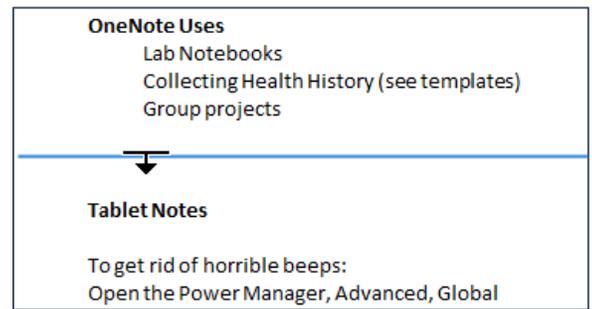
Insert/Remove space allows you to increase or decrease the space between OneNote text and image boxes.

Inserting / Removing Space

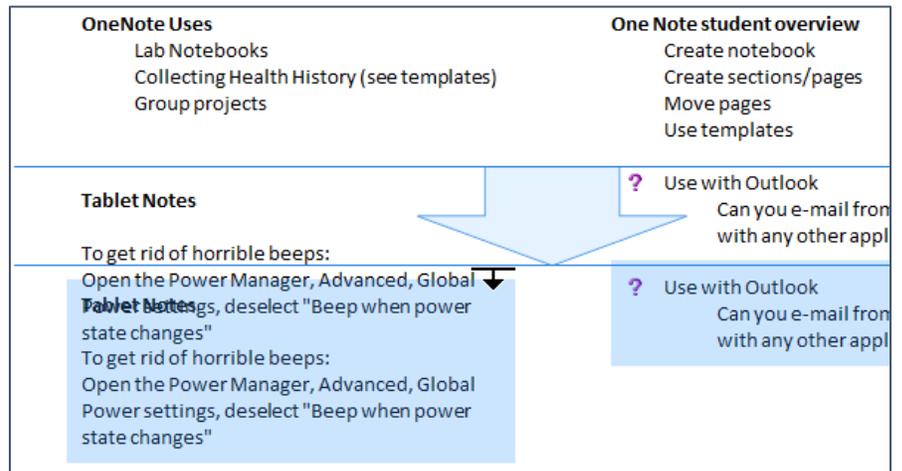
1. Select the **Draw** tab.
2. In the Edit section, click the **Insert Space** button.



- The cursor changes to display an arrow attached to a horizontal line.



- Click and drag to add or remove white space.

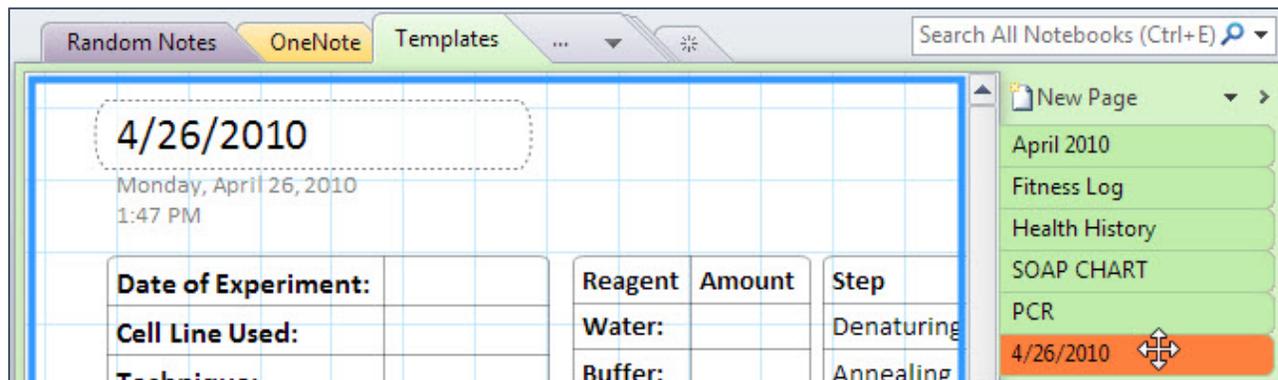


Moving / Copying Pages

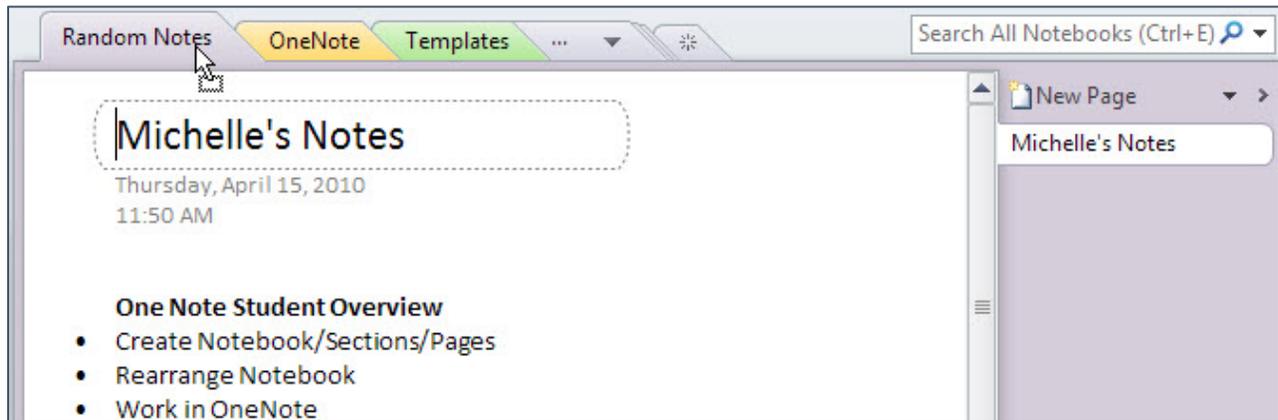
Pages can be moved from one section of a notebook to a different section. For example, once a question has been answered, it could be move to an answers section of the notebook.

Moving or Copying Pages between Sections

- Open the section that contains the page to be moved.
- In the Page Tabs pane, click on the tab of the page to be moved, and drag that tab towards the Section tabs.



- Hold the cursor over the tab of the destination section until that section opens.
- Release the mouse.
- The page is moved to the open section.



OR

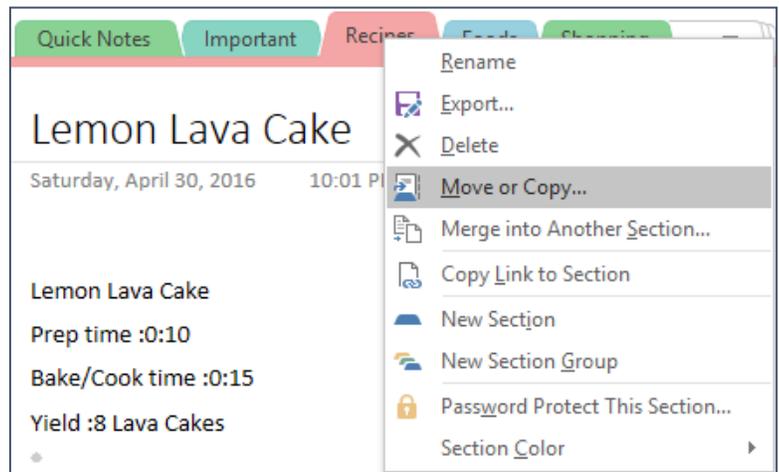
1. Open the section containing the page to be moved.
2. Right click on the tab of the page to be moved.
3. From the drop down menu select **Move or Copy** then select the desired section.
4. Depending upon which you want, click the **Move** or **Copy** button.

Moving / Copying Sections

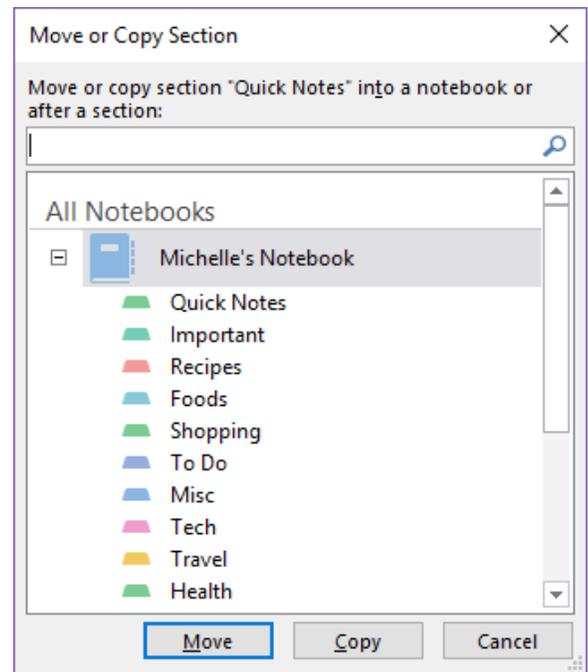
Sections can be moved from one notebook to another. For example, if an individual project becomes a group project, the sections and pages of that notebook can be moved to a shared notebook.

Moving / Coping a Section from One Notebook to another Notebook

1. Right click on the section you want to move.
2. From the menu, select **Move or Copy**.



3. The Move or Copy Section dialog box opens. Select the destination notebook.
4. Click **Move**.
OR
Click **Copy**.



Deleting

Deleting a Section

1. Right click on the section tab.
2. From the menu select **Delete**.

Deleting a Page

1. Right click on the page tab.
2. From the menu select **Delete**.

Tags

Tags help you to find important notes. OneNote comes with a variety of preset tags, but you can also create your own tags. Multiple tags can be applied to a section of text. You can also create your own tags.

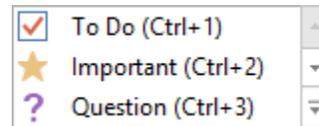
Applying a Tag

1. Place the cursor in the line of text to be tagged.
2. In the Tags section **Home** tab, select a tag from the display box.

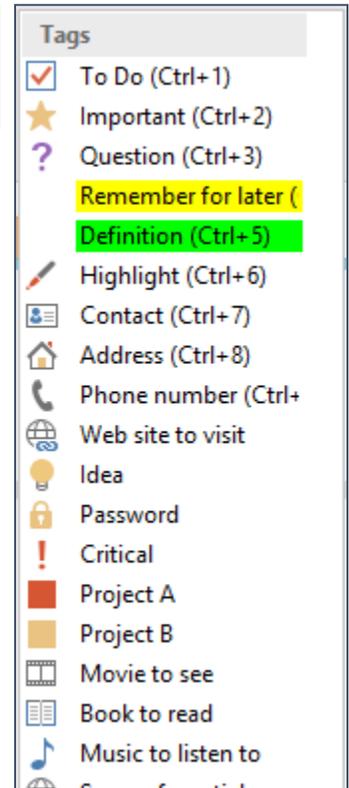
OR

Expand the display to select from the full drop down menu.

3. The selected tag is placed to the left of the text.



★ When it comes to picking
thick-leaved, hearty herb
marjoram, and oregano



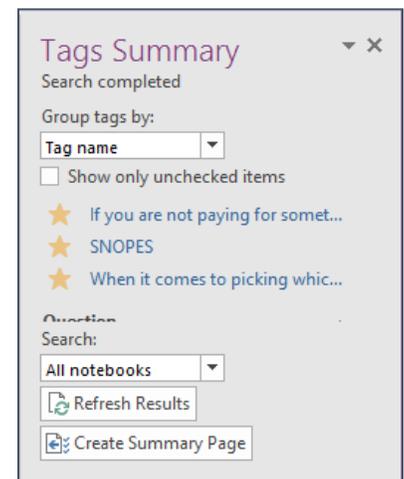
Searching Tags

OneNote allows you to search your notebooks for text and information marked with specific tags.



Searching for Specific Tags

1. In the Tags section the **Home** tab, click the **Find Tags** button.
2. The Tags Summary opens in the Task Pane to the right. Scroll through the list until you find the text you want.



Tablet Commands

OneNote has specific commands to be used with a tablet PC. Some of these commands are available for use with the mouse; however, some of the commands can be used only on a tablet or touch screen.

The writing tools are located on the **Draw** tab.

Creating Handwritten Text

OneNote has multiple options for using the tablet pen, and allows you to easily take notes, make drawings, and make text notations.

Writing on a Page

1. Select the **Pen** tool on the **Draw** tab.
2. Write on a OneNote page as you would normally use the tablet pen.

Converting Handwriting to Text

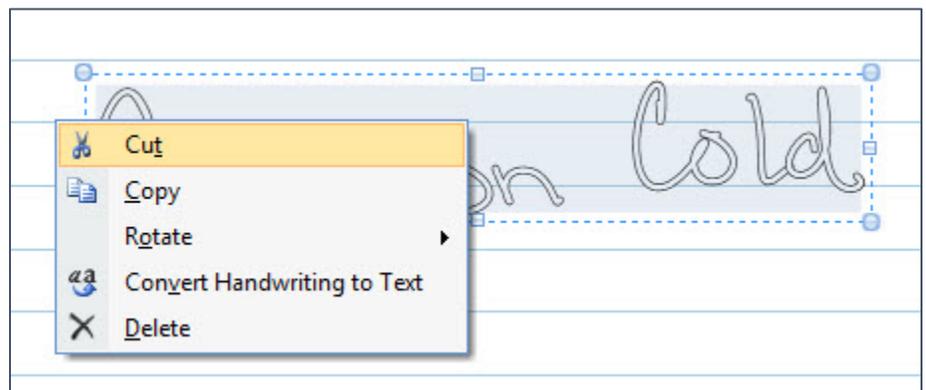
You can easily convert your handwritten notes to text with the built in Convert Handwriting to Text command.

Converting Handwriting to Text

1. Using the Lasso tool or the Select Object tool, highlight the text to be converted.
2. Draw tab, click the Ink to Text button.

OR

Right click and select **Ink to Text**.



Using OneNote on Your Tablet or Phone

You'll want to install OneNote on your mobile device, to make full use of the OneNote capabilities. Make sure it's **Microsoft OneNote** with the purple icon that matches what you see on your computer.



Go to the App Store to download OneNote for your Apple device:

<https://itunes.apple.com/us/app/microsoft-onenote/id410395246?mt=8>

Go to the Google Play store to download OneNote for your Android device:

https://play.google.com/store/apps/details?id=com.microsoft.office.onenote&hl=en_US

Getting OneNote Set Up with OneDrive

If you want to sync your OneNote notebook across devices, you'll need to save it to some brand of cloud storage. I use Microsoft OneDrive simply because it provides access to the online version of the Office Suite (which would make it available from any computer with an internet connection) and because it makes everything work more smoothly.

To test if you already have a Microsoft account, go to <https://onedrive.live.com/> and log in using your Hotmail, Outlook, msn, live, Xbox, or Skype username and password.



You can then install One Drive on your devices (again making sure to install **Microsoft OneDrive** with the matching icon).

Setting up OneNote with OneDrive

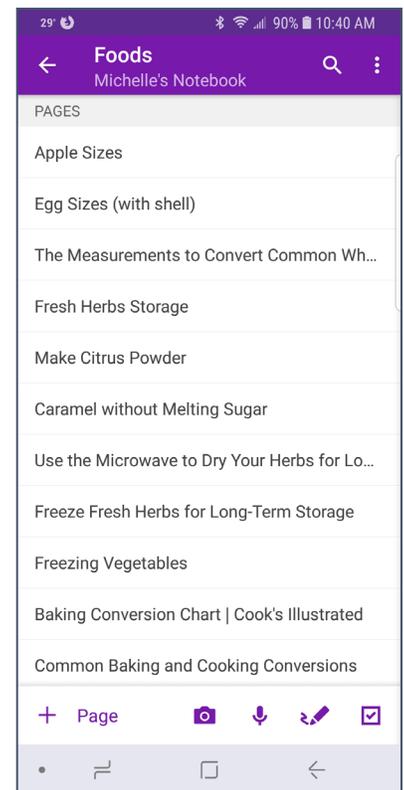
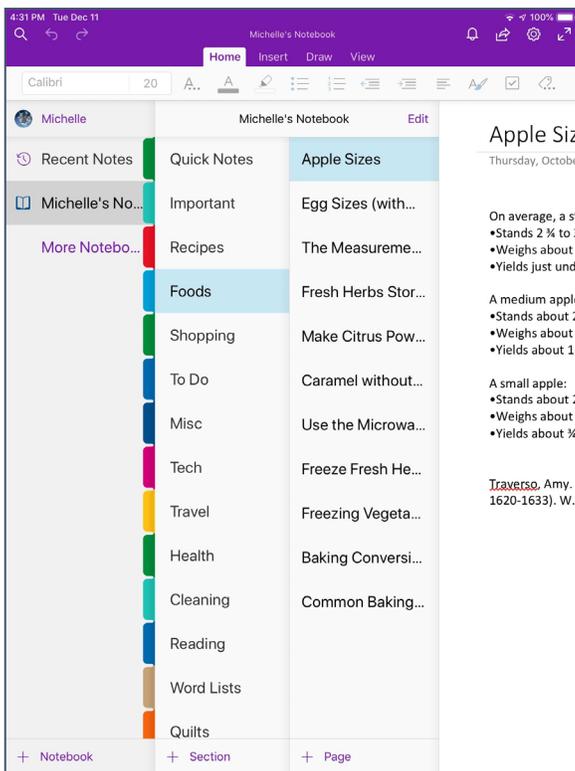
1. Check to see if you already have a Microsoft OneDrive account. (<https://onedrive.live.com/>) If you do not, set one up.
2. On your computer, set up OneDrive and move your OneNote notebook to OneDrive, preferably within your Documents folder.
3. Install OneDrive on your mobile device.
4. Install OneNote on your mobile device.
5. Log into OneDrive using your Microsoft account credentials.
6. Within OneDrive, find your OneNote notebook and open it.

With your OneNote notebook in OneDrive, all changes should sync seamlessly between devices.

You can set up a OneNote notebook on any cloud storage platform, including iCloud. You'll just need to make sure that your notebook is saved within one of the folders that syncs to the cloud, and that cloud service is installed on all devices upon which you want to sync your notebook.

Sections and Pages

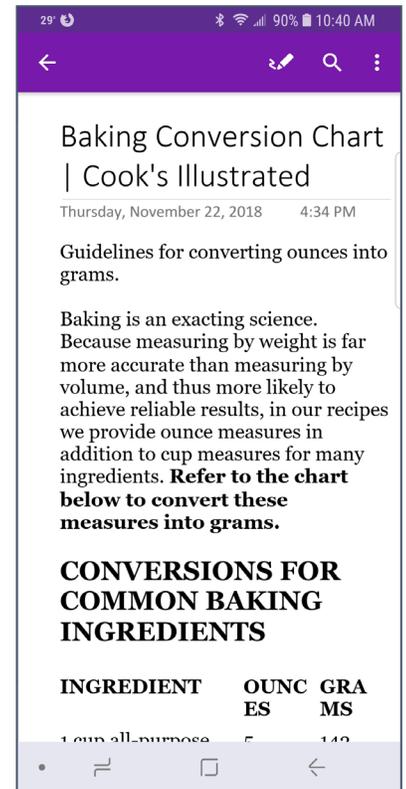
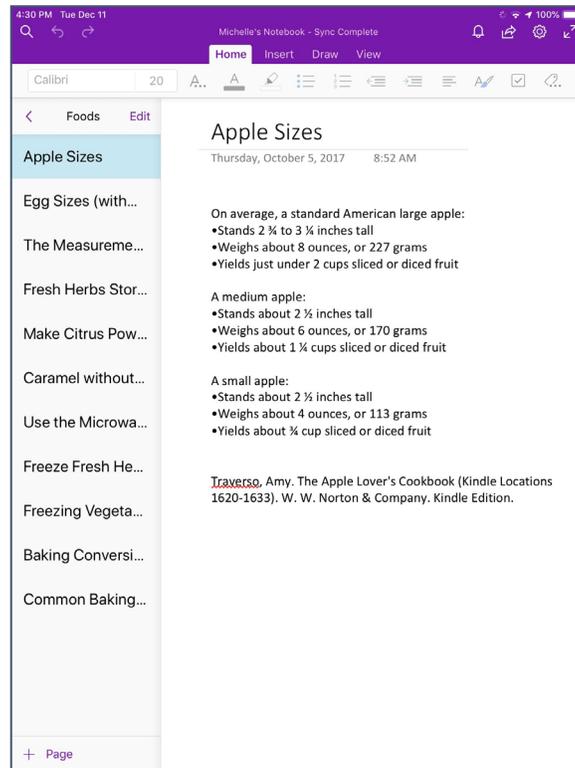
On your portable device, what you see will depend upon how large your device is. On a cell phone you will see only sections OR pages, while on a tablet (if large enough) both will be displayed.



Individual Pages

On your portable device, if you have a phone, only the single page you have selected will be visible. On a tablet, you should be able to see the pages available in that section as well as the selected page open for editing.

Commands will not be visible on a smaller device until you begin to work with text; on a larger device commands will be available as soon as you open a page.



OneNote Quick Reference

Command	Tab Location	Other Location	Keyboard	Reference
Attach File	Insert > Files section	Drag & drop		
Bold	Home > Basic Text section	Mini Toolbar	Ctrl + B	B
Bulleted List	Home > Basic Text section	Mini Toolbar	Ctrl + . (period)	
Center	Home > Basic Text section		Ctrl + E	
Clear Formatting	Home > Basic Text section		Ctrl+Shift+N	
Convert Handwriting to Text	Draw > Convert section	Right click		
Copy	Home > Basic Text section	Right click	Ctrl + C	
Current Date	Insert > Time Stamp section		Alt + Shift + D	
Current Date & Time	Insert > Time Stamp section		Alt + Shift + F	
Current Time	Insert > Time Stamp section		Alt + Shift + T	
Cut	Home > Basic Text section	Right click	Ctrl + X	
Delete Selected	Draw > Edit section		Alt + 3	
Dock to Desktop	View > Views section		Ctrl + Alt + D	
E-mail Page	Home > Outlook section		Ctrl + Shift + E	
Eraser	Draw > Tools section			
Find Tags	Home > Tags section			
Format Painter	Home > Basic Text section	Mini Toolbar	Ctrl+Shift+C Ctrl+Shift+V	
Full Page View	View > Views section		F11	
Handwriting to Text	Draw > Convert section	Right click		
Hide Page Title	View > Page Setup section			
Highlight Selected Text	Home > Basic Text section	Mini Toolbar	Ctrl + Shift + H	
Important Tag	Home > Tags section	Mini Toolbar	Ctrl + 2	

Command	Tab Location	Other Location	Keyboard	Reference
Ink to Text	Draw > Convert section	Right click		
Insert Document	Inset > Files		Alt+N, F	
Insert Picture	Insert > Images		Alt+N, P	
Insert Space	Draw > Edit section			
Italic	Home > Basic Text section	Mini Toolbar	Ctrl + I	<i>I</i>
Lasso Select	Draw > Tools section			
Left Align	Home > Basic Text section		Ctrl + L	
Link	Insert > Links section		[[...]]	
New Notebook	File > New > (select location)			
New Page		Task Pane	Ctrl + Alt + N	
New OneNote Window	View > Window section		Ctrl + M	
New Side Note	View > Window section	Taskbar	Ctrl + Shift + M Windows + N	
New Section		Task Pane	Ctrl + T	
Next Week Outlook Task	Home > Outlook section	Mini Toolbar	Ctrl + Shift + 4	
No Date Task	Home > Outlook section	Mini Toolbar	Ctrl + Shift + 5	
Normal View	View > Views section			
Numbered List	Home > Basic Text section	Mini Toolbar	Ctrl + / (slash)	
Outlook Task	Home > Outlook section			
Page Color	View > Page Setup section			
Paste	Home > Basic Text section	Right click	Ctrl + V	
Picture	Insert > Images			
Question Tag	Home > Tags section	Mini Toolbar	Ctrl + 3	
Recent Edits	Share > Shared Notebook section			

Command	Tab Location	Other Location	Keyboard	Reference
Remove Space	Draw > Edit section			
Remove Tag	Home > Tags section	Mini Toolbar	Ctrl + 0 (zero)	
Right Align	Home > Basic Text section		Ctrl + R	
Rule Lines	View > Page Setup section		Ctrl + Shift + R	
Screen Clipping	Insert > Images			
Search Tags	Home > Tags section			
Search Current Page			Ctrl+F	
Search Notebook			Ctrl+E	
Select & Type	Draw > Tools section			
Share this Notebook	Share > Shared Notebook section			
Strikethrough	Home > Basic Text section		Ctrl + - (hyphen)	
Subscript	Home > Basic Text section		Ctrl + =	
Superscript	Home > Basic Text section		Ctrl + Shift + =	
Tags	Home > Tags section	Right click		
To Do Tag	Home > Tags section	Mini Toolbar	Ctrl + 1	
Underline	Home > Basic Text section	Mini Toolbar	Ctrl + I	

Math Functions

<u>Calculation</u>	<u>Operator</u>	<u>Calculation</u>	<u>Operator</u>
Addition	+	Percent	%
Subtraction	-	Exponents	^
Multiplication	* or x	Factorial	!
Division	/		

<u>Function</u>	<u>Syntax</u>	<u>Function</u>	<u>Syntax</u>
absolute value	ABS	base-10 logarithm	LOG10
arccosine	ACOS	return remainder	MOD
arcsine	ASIN	pi (π)	PI
arctangent	ATAN	phi (ϕ)	PHI
cosine	COS	degree to radians	RAD
radians to degrees	DEG	sine	SIN
natural logarithm	LN or LOG	square root	SQRT
base-2 logarithm	LOG2	tangent	TAN

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