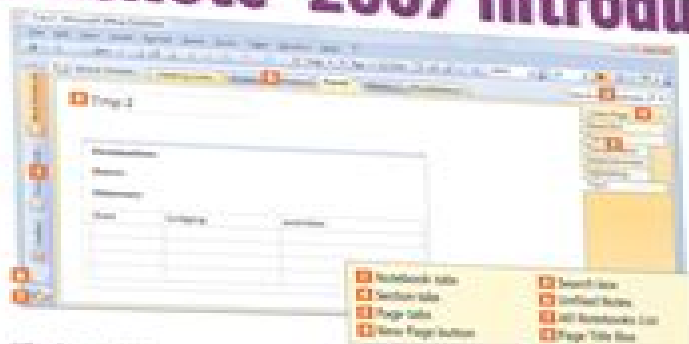


OneNote 2007 Introduction



Office OneNote 2007 is a program that uses digital notebooks to provide you with one place to gather related notes and information in a variety of formats, including text and media files. Notebooks are divided into sections, and sections into pages. OneNote 2007 also has powerful search capabilities for retrieving your information, and notebooks sharing for collaborative work over the Internet or a local network.

Navigating Notebooks

Notebook tabs **1** list down the left and show notebooks that are currently open. The default notebooks are Work and Personal, but you may rename these.

- To select a notebook, (Click) on one of the tabs.
- To expand the notebook tabs area, (Click) **1** at the top. The pane now shows notebooks, as well as the sections/headings they contain.

Opening an Existing Notebook

To open a notebook that is not currently shown on the navigation bar, choose **FILE > OPEN > NOTEBOOK**, and navigate to the location where your notebooks are stored.

Creating a Notebook

1. Choose **FILE > NEW > NOTEBOOK**, or (Right-Click) on the notebook tabs area and choose **NEW NOTEBOOK**, or (Click) the drop-down arrow of **1** and select **NOTEBOOK**.
2. By default, a blank notebook is selected. Choose a template in the **FROM TEMPLATE** list, if desired.
3. Type a name for the notebook in the **NAME** box, specify **COLOR** if desired, and (Click) **NEXT**.
4. Confirm whether you will use this notebook ONLY ON THE CURRENT COMPUTER, ON MULTIPLE COMPUTERS, and/or (Click) **WHEREVER I WANT**. If the notebook will be shared, specify where it will be shared (Click) **NEXT**.
5. Confirm the location for the new notebook. If sharing, choose whether to send an email with a link to the notebook. (Click) **CREATE**.
6. New blank notebooks have one section, containing one blank, untitled page.

Saving in OneNote

OneNote saves notes automatically as they are created, so there is no need to save manually. OneNote also saves a backup copy of your notebook after each session, always keeping the most recent backup when it saves a newer copy. To access the previous copy, choose **FILE > OPEN > BACKUP**.

Sections and Pages

Sections are like folders in a binder. Section tabs **2** are across the top of the notebook. Notebooks created from templates may already contain several sections.

The pages of the currently selected section are shown as tabs on the right **3**.

Adding a Section

Choose **FILE > NEW > SECTION**, or (Right-Click) on the section tabs and choose **NEW SECTION**, or (Click) **1** and select **SECTION**.

Adding a Page

- Press <Ctrl>N, or (Click) the **NEW PAGE** button **4** at the top of the page tabs section, or (Click) the drop-down arrow of **1** and select **PAGE**.
- To create a new page from a template, (Click) the drop-down arrow of the **NEW PAGE** button **4** and select a template.

Deleting a Section or Page

(Right-Click) on the section or page tab, and choose **DELETE**.

Renaming a Section

(Right-Click) on the section tab, and choose **RENAME**.

Renaming a Page

Type the name in the title box **8** at the top of the page.

Moving a Section

(Drag) the section tab to the desired location.

Moving a section to a different notebook

1. (Right-Click) on the section tab, and choose **MOVE**.
2. Expand the notebook you would like to move to, select the section next to where the new section should go, and (Click) **MOVE HERE** or **MOVE HERE**.
3. (Drag) the section tab and hover over the destination notebook tab until it displays a section list, then continue (Dragging) within the section list to the desired location.

Moving a Page

- (Drag) the page tab to the desired location.
- To move multiple pages at once, <Ctrl>-(Click) on individual page tabs, then (Drag) any of the selected tabs to move all of them.

To move a page to a different section

(Drag) the page tab and hover over the destination section tab until it appears, then continue (Dragging) until the location bar is where you would like to move the list of pages.

To move or copy a page to a different notebook

1. (Right-Click) on the page tab, and choose **MOVE PAGE TO > ANOTHER NOTEBOOK**.
2. Select the section of the new notebook that you would like to move the page(s) to, or select the notebook and (Click) **CREATE NEW SECTION**.
3. (Click) **MORE** or **COPY**.
4. (Drag) the page tab and hover over the destination notebook tab until the tab displays sections, then continue (Dragging) to the desired section, then continue (Dragging) into the list of pages.

Creating Text Notes

- To create a text note, (Click) anywhere on the open page and begin typing.
- Each note that is automatically created in a separate text box, or note container. The note container appears on a page whenever you move the pointer over them or when you click on a page and begin typing.

To create a text note when OneNote is not open

1. (Click) the OneNote icon **1** in the Windows Notification Area (bottom right of screen, next to the clock) to open a task bar, or a blank untitled note, without first starting OneNote.
2. Type your note as usual, then close the window. When you next open OneNote, you will find your note as a new page in the untitled Notes section.

Notes: The icon can be set to open a task bar, or the OneNote program. (Right-Click) the icon and choose **OPTIONS > CUSTOMIZE ICON-BEHAVIOR** to change this.

Moving Text Notes

- (Drag) the note to the top of the list, where you want to insert a 4-headed arrow, to the new location.
- To move or copy the entire note page, (Click) on the toolbar to select the note, then use <Ctrl>-(Click) or <Ctrl>-(Click) to go to the new page and paste <Ctrl>V.

Merging Text Notes

You can merge the contents of two or more notes by pressing <Shift> while (Dragging) one note over another.

Creating Tables

1. (Click) where you want the table to appear.
2. Choose **TABLE > INSERT > TABLE**.
3. Select the desired number of ROWS and COLUMNS, or.
4. (Click) where you want the table to appear.
5. (Click) **1** and select the desired number of rows and columns, up to 4 by 5.

To quickly create a table on the fly

1. (Click) where you want the table to appear.
2. Type the text for the first column heading.
3. Press <Tab>.
4. Type additional column headings, pressing <Tab> after each.
5. To create and move to a new row, press <Enter> when in the last cell of the table.
6. To insert a column to the left or right, press <Ctrl>A or <Ctrl>B.

Keyboard Shortcuts

Expand/collapse full page view	F11
Open a new OneNote window	Ctrl+N
Open a small OneNote window to create a table	Ctrl+Shift+N
Print the current page	Ctrl+P
Add a new page at the end of the current section	Ctrl+R
Add a new subpage to the current group of pages	Ctrl+Shift+R
Go to the ...	Ctrl+Tab
Next section	Ctrl+Shift+Tab
Previous section	Ctrl+Page Down or Ctrl+Page Up
Next or previous page in the section	Alt+Page Down or Alt+Page Up
First or last page in the section	Alt+Home or Alt+End
First or last page in the currently visible set of page tabs	Alt+Page Up or Alt+Page Down

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Straight to the Point : Microsoft Office 2007 Dinesh Maidasani, 2008 *SharePoint 2007: The Definitive Guide* James Pyles, Christopher M. Buechler, Bob Fox, Murray Gordon, Michael Lotter, Jason Medero, Nilesh Mehta, Joris Poelmans, Christopher Pragash, Piotr Prussak, Christopher J. Regan, 2007-09-24 For any organization that wants to use Windows SharePoint Services to share and collaborate on Microsoft Office documents this book shows administrators of all levels how to get up and running with this powerful and popular set of collaboration tools Microsoft Windows SharePoint Services technology in Office 2007 is an integrated set of services designed to connect people information processes and systems both within and beyond the organizational firewall SharePoint 2007 The Definitive Guide provides a detailed discussion of all Sharepoint features applications and extensions You learn how to build Sharepoint sites and site collections along with ways to administrate secure and extend Sharepoint This book teaches you how to Get up to speed on SharePoint including ways to create lists libraries discussions and surveys Integrate email use web parts track changes with RSS and use database reporting services Customize your personal site create sites and areas and organize site collections Integrate with Office applications including Excel Word Outlook Picture Manager and InfoPath Install deploy maintain and secure SharePoint Brand a portal using your corporate style sheet designing templates and building site definitions Extend SitePoint such as creating client side and server side web parts using the SharePoint class library and SharePoint web services Each chapter starts with a guide that lets you know what it covers before you dive in The book also features a detailed reference section that includes information on compatibility command line utilities services and CSS styles Why wait Get a hold of SharePoint 2007 The Definitive Guide today **Sharepoint 2007 Tips, Tricks and Techniques** Saifullah Shafiq, Sadia Younas, 2010-01-04 This book is a recipe book that gives you ready to use recipes to implement complex solutions in your organization It contains full length articles as well as small tips that will come in handy at some point during your development cycle SharePoint learning curve is steep books like these enable you to learn SharePoint quickly Book contains

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dilakukan secara digital Beginning SharePoint 2007 Administration Göran Husman,2007-06-15 While the main focus of this book is on SharePoint administration you will also learn how to customize SharePoint by creating templates and using SharePoint Designer to enhance the look and feel of SharePoint sites Microsoft MVP and author G ran Husman explores the differences between Microsoft Office SharePoint Server MOSS and Windows SharePoint Services WSS helps you decide if you need only WSS or if you should also implement MOSS and much more **IBPS RRB Guide for Officer Scale 1 Preliminary & Main Exams 2020 with 4 Online Practice Sets 6th Edition** Disha Experts,2020-07-15 Office and SharePoint 2007 User's Guide Michael Antonovich,2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User s Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment **IBPS RRB Guide for Officer Scale 1 Preliminary & Main Exams with Past Papers & 4 Online Practice Sets 8th Edition** Disha Experts, The updated and revised 8th edition of the book IBPS RRB Guide for Officer Scale I Preliminary Main Exams with Previous Year Solved Questions 4 Online Tests covers 6 sections asked in the RRB exam English Language Hindi Language Quantitative Aptitude Data Interpretation Reasoning Computer Knowledge and Financial Awareness The book provides the Solved Papers of 2015 2023 The book covers Revision Material on Financial Awareness The book provides 4 Online Practice Sets 2 for Preliminary 2 for the Main Exam on the latest pattern of the exam for the Mock Online experience The book provides well illustrated theory with exhaustive fully solved examples for learning In all the book provides 3300 MCQs for Practice This is followed with an exhaustive collection of solved questions in the form of Exercise The book will be useful for Scale I Scale II GBO Scale III **Comprehensive Guide to IBPS Bank PO/ MT Preliminary & Main Exams with 4 Online CBTs (9th Edition)** Disha Experts,2020-02-04 **RUDIMENTS OF COMPUTER SCIENCE** JOYRUP BHATTACHARYA,2014-09-01 **First Look 2007 Microsoft Office System** Katherine Murray,2006 This book looks at the new version of Microsoft Windows Office **Comprehensive Guide to IBPS Bank PO/ MT Preliminary & Main Exams with 4 Online Tests (10th Edition)** Disha Experts,2020-04-06

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web for wheel nuts and bolts on commercial vehicles vehicle make tread torque setting nm bolt centering hub nut size using the maximum torque torque the spindle nut to 50 ft lbs while rotating the wheel two or more full turns to seat the bearings stop the wheel and back off the nut freightliner manual hub amp wheel bearing

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web c the nut may need to be slightly tightened or loosened to meet the required end play d rotated counterclockwise against the retainer nut e use a hammer and staking tool to stake the stake washer to the spindle nut in three positions conventional wheel end systems initial adjusting nut torque a final adjusting nut torque c spindle thread

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web wheel nut checking important in addition to the maintenance interval in this manual check the wheel nut torque the first 50 to 100 miles 80 to 160 km of operation after a wheel has been removed and installed when checking wheel nuts on a stud piloted dual disc assembly remove one outer nut at a time tighten the inner nut then reinstall

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web to place the nut on the spindle or tighten or loosen the nut on the spindle while the keeper is installed inside the nut doing so may deform the keeper and allow the nut to unthread during operation spindle thread damage could also occur leaving the axle unusable do not bend or manipulate keyway tang in any way

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web step 1 bearing lubrication lubricate the wheel bearing with clean lubricant of the same type used in the axle sump or hub assembly step 2 initial adjusting nut torque tighten the adjusting nut to torque of 200 ft lbs while rotating the wheel step 3 initial back off back the adjusting nut off one full turn step 4

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