

# Microsoft OneNote Keyboard Shortcuts

## for OneNote 2016, 2013 & 2010



### Notebook Management Keys

Action	Key
Open a OneNote section	Ctrl + O
Open a new OneNote window	Ctrl + M
Open a small OneNote window to create a Side Note	Ctrl + Shift + M or Win Logo key + N
Add a new page at the end of the current section	Ctrl + N
Add a new subpage	Ctrl + Shift + N
Save (automatic in OneNote)	Ctrl + S
Print the current page	Ctrl + P
Enable/disable full page view	F11
Activate main menu	F10 or Alt
Activate shortcut menu	Shift + F10
Help	F1
Spelling	F7
Sync changes in the shared notebook	Shift + F9
Sync changes in all shared notebooks	F9

### Editing Keys

Action	Key
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut selected text or item	Ctrl + X
Copy selected text or item	Ctrl + C
Paste	Ctrl + V
Select all items on current page	Ctrl + A
Find or Search	Ctrl + F
Repeat last Find action	Shift + F4
Delete one character to the left	Bksp
Delete one character to the right	Delete
Delete one word to the left	Ctrl + Bksp
Delete one word to the right	Ctrl + Delete
Delete selected note or object	Delete
Insert a line break	Shift + Enter ↵
Check spelling	F7
Add current date	Alt + Shift + D *
Add current time	Alt + Shift + T *
Add current date and time	Alt + Shift + F *
Insert a hyperlink	Ctrl + K
Open a hyperlink	Enter ↵
Increase the page tab size	Ctrl + Shift + [
Decrease the page tab size	Ctrl + Shift + ]
Move insertion point to page header	Ctrl + T
Zoom in	Alt + Ctrl + +
Zoom out	Alt + Ctrl + -

### Selecting in a Notebook

Action	Key
Highlight selected text	Ctrl + Shift + H
Click at beginning of area with mouse, Shift), click at end of area	Click, Shift, Click
Selects all items on the current page; press Ctrl + A a 2 <sup>nd</sup> time to increase scope of the selection	Ctrl + A
Extends selection by one character	Shift + arrow key
Extends selection to beginning of note	Shift + Home
Extends selection to beginning of page	Ctrl + Shift + Home
Extends selection to end of page	Ctrl + Shift + End
Allows for multiple selection of notes or items	Ctrl
Select the current paragraph and its subordinate paragraphs	Ctrl + Shift + -
Cancel the selected outline or page	Esc

### Formatting Keys

Action	Key
Open the Font task pane	Ctrl + D
Change the font style	Ctrl + Shift + F
Change the font size	Ctrl + Shift + P
Grow Font	Ctrl + Shift + .
Shrink Font	Ctrl + Shift + ,
Bold (adds or removes)	Ctrl + B
Italics (adds or removes)	Ctrl + I
Underline (adds or removes)	Ctrl + U
Center	Ctrl + E
Left align	Ctrl + L
Right align	Ctrl + R
Increase indent from the left	Alt + Shift + → *
Decrease indent from the left	Alt + Shift + ← *
Apply or remove strikethrough	Ctrl + -
Apply or remove superscript	Ctrl + Shift + =
Apply or remove subscript	Ctrl + =
Apply or remove bulleted list formatting	Ctrl + . (period)
Apply or remove numbered list formatting	Ctrl + / (slash)
Launch screen clipping	Win Logo key + S



# Microsoft OneNote Keyboard Shortcuts

## Moving in a Notebook

Action	Key
One character to the left	←
One character to the right	→
One word to the left	Ctrl + ←
One word to the right	Ctrl + →
Up one line	↑
Down one line	↓
To the end of a line	End
To the beginning of a line	Home
One paragraph up	Ctrl + ↑
One paragraph down	Ctrl + ↓
Up one screen	Page Up
Down one screen	PageDown
Next section	Ctrl + Tab↔
Previous section	Ctrl + Shift + Tab↔
Next page in the section	Ctrl + PageDown
Previous page in the section	Ctrl + Page Up
First page in the section	Alt + Home *
Last page in the section	Alt + End *
First page in the visible set of page tabs	Alt + Page Up *
Last page in the visible set of page tabs	Alt + PageDown *
Go back to the last page visited	Alt + ← *
Go forward to the next page visited	Alt + → *
Go to the next note container	Alt + ↓ *
Top of page	Ctrl + Home
Bottom of page	Ctrl + End
Move the selected page tab, note or object up	Alt + Shift + ↑ *
Move the selected page tab, note or object down	Alt + Shift + ↓ *
Move the selected note or object left	Alt + Shift + ← *
Move the selected note or object right	Alt + Shift + → *
Move up in the current page, or expand the page up	Alt + Ctrl + ↑ *
Move down in the current page, or expand the page down	Alt + Ctrl + ↓ *
Move left in the current page, or expand the page to the left	Alt + Ctrl + ← *
Move right in the current page, or expand the page to the right	Alt + Ctrl + → *

\* Now that the Alt key is used to access the OneNote Ribbon, these shortcuts work best when the keys are pressed simultaneously.

## Tables

Action	Key
Move to the next cell	Tab↔
Move to the previous cell	Shift + Tab↔
Next row	↓
Previous row	↑
Start new paragraph	Enter ↵
Add a new row at bottom of table	Tab↔
Insert a column to the left	Alt + Ctrl + E *
Insert a column to the right	Alt + Ctrl + R *

## Tagging Notes

Action	Key
Apply, mark, or clear To Do tag	Ctrl + 1
Apply or clear Important tag	Ctrl + 2
Apply or clear Question tag	Ctrl + 3
Apply or clear Remember for later tag	Ctrl + 4
Apply or clear Definition tag	Ctrl + 5
Apply or clear a custom tag	Ctrl + 6 to 9
Remove all tags from selected notes	Ctrl + 0

## Using Outlines

Action	Key
Show through Level 1	Alt + Shift + 1 *
Expand to Level 2	Alt + Shift + 2 *
Expand to Level 3	Alt + Shift + 3 *
Expand to Levels 4 to 9	Alt + Shift + 4 to 9 *
Expand all levels	Alt + Shift + 0 *
Show body text for selected heading	Alt + Shift + = *
Hide body text for selected heading	Alt + Shift + - *
Increase indent by one level	Tab↔
Decrease indent by one level	Shift + Tab↔

## Sharing Notes with Outlook

Action	Key
Send selected pages in an e-mail message	Ctrl + Shift + E
Create an appointment in Outlook	Alt + Shift + A *
Create a contact in Outlook	Ctrl + Shift + C
Create a <b>Today</b> Outlook task from the currently selected note	Ctrl + Shift + 1
Create a <b>Tomorrow</b> Outlook task	Ctrl + Shift + 2
Create a <b>This Week</b> Outlook task	Ctrl + Shift + 3
Create a <b>Next Week</b> Outlook task	Ctrl + Shift + 4
Create a <b>No Date</b> Outlook task	Ctrl + Shift + 5
Open the Outlook Tasks menu	Alt + K *
Open selected Outlook task	Ctrl + Shift + K
Mark Outlook task as complete	Ctrl + Shift + 9
Delete the selected Outlook task	Ctrl + Shift + 0