



Notebook Management Keys

Action	Key
Open a OneNote notebook	Ctrl + O
Open a new OneNote window	Ctrl + M
Open a small OneNote window to create a Side Note	Ctrl + Shift + M or Windows + Alt + N
Add a new page at the end of the current section	Ctrl + N
Add a new page under current page at the same level of indentation	Ctrl + Alt + N
Add a new subpage under the current page at next indentation level	Ctrl + Alt + Shift + N
Save (automatic in OneNote)	Ctrl + S
Print the current page	Ctrl + P
Enable/disable full page view	F11
Activate the main menu	F10 or Alt
Activate the 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 the current page	Ctrl + A
Find on page	Ctrl + F
Repeat last Find action	Shift + F4
Search (broader than Find)	Ctrl + E
Pin Search Results	Alt + O
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 ↵
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 the beginning of area with the mouse, Shift , click at the end of area	Click, Shift , Click
Selects all items on the current page; press Ctrl + A a 2 nd time to increase scope of the selection	Ctrl + A
Extends the selection by one character	Shift + arrow key
Extends the selection to the beginning of a note	Shift + Home
Extends the selection to the beginning of the page	Ctrl + Shift + Home
Extends the selection to end of the page	Ctrl + Shift + End
Allows for multiple selections 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)
Set text properties to Normal	Ctrl + Shift + N
Increase the page tab size	Ctrl + Shift + I
Decrease the page tab size	Ctrl + Shift + J
Launch screen clipping	Windows + Shift + 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 + →

Find more OneNote Tips & Tricks at:
TheSoftwarePro.com/OneNote

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 Today Outlook task from the currently selected note	Ctrl + Shift + 1
Create a Tomorrow Outlook task	Ctrl + Shift + 2
Create a This Week Outlook task	Ctrl + Shift + 3
Create a Next Week Outlook task	Ctrl + Shift + 4
Create a No Date 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