Microsoft OneNote Shortcut Keys List

Format

Ctrl+Shift+>/<	Increase/ decrease font size of selected text
Ctrl+Shift+H	Highlight selected text
Ctrl+B	Format selected text Bold; press again to un-apply
Ctrl+I	Format Italic
Ctrl+U	Format Underline
Ctrl+-	Format strikethrough
Ctrl+=	Format subscript
Ctrl+Shift+=	Format superscript
Ctrl+Shift+C/Ctrl+Shift+V	Copy/ paste formatting of selected text
Ctrl+Shift+N	Apply the Normal style
Ctrl+.	Apply bullets to selection; press again to un-apply
Ctrl+/	Apply numbered list
Ctrl+Alt+1 ... 6	Apply heading style 1 thru 6
Alt+Shift+Arrow Right/Arrow Left	Indent/ outdent paragraph
Ctrl+R/Ctrl+L	Align Right/ Left
Ctrl+Shift+T	Select Title of page
Alt+Shift+Arrow Up/Arrow Down	Move current line or selected lines up/ down
Shift+Enter	Insert a line break without starting a new paragraph
Ctrl+K	Insert a hyperlink

2. Basic Editing and Formatting

Ctrl+Z/Y	Undo/ redo last action
Ctrl+Arrow Left/Arrow Right	Move one word left/ right
Ctrl+Arrow Down/Arrow Up	Move to next/ previous paragraph
Home/End	Move to beginning/ end of the line
Ctrl+Home/End	Move to top/ bottom of current page
Page Up/Page Down	Move one page up/ down in current page
Ctrl+Delete	Delete one word to the right of cursor
Ctrl+Backspace	Delete one word to the left of cursor
Ctrl+X/Ctrl+C/Ctrl+V	Cut/ copy/ paste selection
Shift+Home/End	Select to the beginning/ end of line
Ctrl+A 1x	Select all of Line

Ctrl+A 2x	Select all of Comment Section
Ctrl+A 3x	Select all of current page
Ctrl+Shift+-	Select current paragraph and its subordinate paragraphs
Shift+F10	Bring up context menu for any note, tab, or any other object that currently has focus (Simulate right mouse-button)

OneNote Window

Ctrl+Shift+R	Show or hide Ruler lines on current page
Ctrl+Shift+[/]	Increase/ decrease width of page tab (typically on the right)
Ctrl+Shift+Alt+[/]	Increase/ decrease width of sections tab (typically on the left)
Alt+F1	Show or hide section tab
Ctrl+Shift+Alt++/-	Zoom in/ out
Ctrl+F1	Show or hide Office ribbon
F11	Turn full-screen view on or off
Ctrl+Alt+D	Dock/ undock OneNote program window to desktop
Ctrl+M	Replicate OneNote window
Ctrl+Shift+M	Open a small OneNote window to create side note
Win+N	Create a new side note
Ctrl+Alt+N	Create a new page below current page tab at the same level
Ctrl+Shift+Alt+N	Create a new subpage below current page

4. Manage Pages, Notebooks and Sections

Ctrl+T	Create new section
Ctrl+Alt+M	Move or copy current page
Ctrl+Page Down/Page Up	Go to next/ previous page in section
Ctrl+Tab/Ctrl+Shift+Tab	Go to next/ previous section
Alt+Home/End	Go to first/ last page in the section
Alt+Page Up/Page Down	Go to first/ last page in the currently visible set of page tabs
Alt+Arrow Left/Arrow Right	Go back to last/ next page opened
Ctrl+G	Move focus to Notebook area (typically on the left); continue with Arrow Up/Arrow Down to select page. Press Escape to cancel
Ctrl+Alt+G	Move focus to Pages area (typically on the Right); continue with Arrow Up/Arrow Down to select page. Press Escape to cancel

Ctrl+Shift+G	Move focus to Section area (typically on the top); continue with Arrow Left/Arrow Right to select section. Press Escape to cancel
Ctrl+Shift+G, Shift+F10, M	Open move option for current section
Ctrl+O	Open notebook
Ctrl+Alt+Shift+O	Open a section
Ctrl+Shift+A	Select current page tab

5. OneNote Tables

Tab	Create able by adding a second column to already typed text.
	Create another column in table with a single row.
Enter	Create another row when at the end cell of a table. Press Enter a second time to finish the table
Ctrl+Enter	Create row below current row in table
Alt+Enter	Create another paragraph in same cell in table
Ctrl+Alt+R	Create column to the right of current column in table
Ctrl+Alt+E	Create column to the left of current column in table
Enter	Create row above the current one in table (when the cursor is at the beginning of any row)
Press Delete twice	Delete current empty row in table (when the cursor is at the beginning of the row)

6. Add Items

Alt+Shift+D	Insert current Date
Alt+Shift+T	Insert current Time
Alt+Shift+F	Insert current date and time
Alt+N, F	Insert document or File on current page
Alt+N, O	Insert document or file as a printout on current page
Alt+Shift+P	Show or hide document printouts on current page (when running OneNote in High Contrast mode)
Alt+N, P	Insert Picture from file
Alt+N, S	Insert picture from Scanner or a camera.
Win+S	Insert screen clipping. The OneNote icon must be active in the notification area on the Windows taskbar

7. Outlines

Alt+Shift+1 ... 9	Show Level 1 through 9
Alt+Shift+0	Expand all levels
Tab/Shift+Tab	Increase/ decrease indent by one level
Alt+Shift+[/]	Expand collapsed outline
Alt+Shift+-	Collapse expanded outline

8. Tag Notes

Ctrl+1	Apply, mark, or clear 'To-Do' tag
Ctrl+2	Apply or clear 'Important' tag
Ctrl+3	Apply or clear 'Question' tag
Ctrl+4	Apply or clear 'Remember for later' tag
Ctrl+5	Apply or clear 'Definition' tag
Ctrl+6 ... Ctrl+9	Apply or clear a custom tag
Ctrl+0 (zero)	Remove all note tags from selected notes

9. Search Notes

Ctrl+E	Move insertion point to search box to search all notebooks
Arrow Down	While searching all notebooks, preview next result
Enter	While searching all notebooks, go to selected result and dismiss search
Ctrl+E, Tab, Space	Change the search scope
Alt+O after searching	Open the Search Results pane
Ctrl+F	Search only current page. Switch between searching everywhere and searching only the current page at any point by pressing CTRL+E or CTRL+F
F3 (or Enter)	While searching current page, move to next result
Shift+F3	While searching current page, move to previous result
Esc	Dismiss search and return to page

10. Outlook 2016 Integration

Ctrl+Shift+E	Send selected pages in an Email
Ctrl+Shift+1	Create a Today Outlook task from selected note
Ctrl+Shift+2	Create a Tomorrow Outlook task
Ctrl+Shift+3	Create a This Week Outlook task
Ctrl+Shift+4	Create a Next Week Outlook task
Ctrl+Shift+5	Create a No Date Outlook task
Ctrl+Shift+K	Open the selected Outlook task
Ctrl+Shift+9	Mark the selected Outlook task as complete
Ctrl+Shift+0	Delete selected Outlook task
Shift+F9	Sync changes in current shared notebook
F9	Sync changes in all shared notebooks
Ctrl+Q	Mark current page as unread

11. The Rest

F7	Check spelling
Shift+F7	Open research pane and thesaurus for the currently selected word
Ctrl+Shift+W	Execute action suggested on the Information Bar if it appears at the top of a page
Ctrl+Alt+L	Lock all password-protected sections
Ctrl+Shift+*	Expand or collapse the subordinate tabs of a page group
Ctrl+P	Print the current page