ONENOTE KEYBOARD SHORTCUTS

Press	To:
CTRL+A	Select All
CTRL+B	Bold
CTRL+C	Copy
CTRL+E	Move the insertion point to the Search box to search all notebooks.
CTRL+E, TAB, SPACE	Change the search scope.
CTRL+F	Search only the current page.
CTRL+G, then press DOWN/UP ARROW to select a different notebook, then press ENTER	Switch to a different notebook on the Navigation bar.
CTRL+I	Italic
CTRL+K	Insert a link.
CTRL+L	Left-align the selected paragraph.
CTRL+M	Open a new OneNote window.
CTRL+N	Add a new page at the end of the selected section.
CTRL+O	Open a notebook.
CTRL+P	Print the current page.
CTRL+Q	Mark the current page as Unread.
CTRL+R	Right-align the selected paragraph.
CTRL+S	Save changes.
CTRL+T	Create a new section.

ONENOTE KEYBOARD SHORTCUTS

CTRL+U	Underline
CTRL+V	Paste
CTRL+X	Cut
CTRL+Y	Redo
CTRL+Z	Undo
CTRL+0	Remove all note tags from the selected notes.
CTRL+1	Apply, mark, or clear the To Do tag.
CTRL+2	Apply or clear the Important tag.
CTRL+3	Apply or clear the Question tag.
CTRL+4	Apply or clear the Remember for later tag.
CTRL+5	Apply or clear the Definition tag.
CTRL+6	Apply or clear a custom tag.
CTRL+7	Apply or clear a custom tag.
CTRL+8	Apply or clear a custom tag.
CTRL+9	Apply or clear a custom tag.
CTRL+SHIFT+A	Select the current page/tab.
CTRL+SHIFT+C	Use Format Painter
CTRL+SHIFT+E	Send the selected pages in an e-mail message.
CTRL+SHIFT+G	Put focus on the current section tab.
CTRL+SHIFT+H	Highlight selected text.

ONENOTE KEYBOARD SHORTCUTS

CTRL+SHIFT+K	Open the selected Outlook task.
CTRL+SHIFT+M	Open a QuickNote.
CTRL+SHIFT+N	Clear formatting
CTRL+SHIFT+R	Show rule lines
CTRL+SHIFT+T	Jump to the title of the page and select it.
CTRL+SHIFT+V	Paste using Format Painter.
CTRL+SHIFT+W	Execute the action suggested on the Information Bar if it appears at the top of a page.
CTRL+SHIFT+0	Delete the selected Outlook task.
CTRL+SHIFT+1	Create a Today Outlook task from the currently selected note.
CTRL+SHIFT+2	Create a Tomorrow Outlook task from the currently selected note.
CTRL+SHIFT+3	Create a This Week Outlook task from the currently selected note.
CTRL+SHIFT+4	Create a Next Week Outlook task from the currently selected note.
CTRL+SHIFT+5	Create a No Date Outlook task from the currently selected note.
CTRL+SHIFT+9	Mark the selected Outlook task as complete.

ONENOTE KEYBOARD SHORTCUTS

CTRL+SHIFT+>	Increase font size
CTRL+SHIFT+<	Decrease font size
CTRL+SHIFT+*	Expand or collapse the tabs of a page group.
CTRL+SHIFT+=	Superscript
CTRL+SHIFT+[	Increase the width of the page tabs bar.
CTRL+SHIFT+]	Decrease the width of the page tabs bar.
CTRL+SHIFT+TAB	Go to the previous section.
CTRL+SHIFT+ALT+N	Create a new subpage below the current page.
CTRL+SHIFT+HYPHEN	Select the current paragraph and its subordinate paragraphs.
CTRL+ALT+D	Dock a OneNote window.
CTRL+ALT+E	Create a column to the left of the current column in a table.
CTRL+ALT+G	Put focus on the current page tab.
CTRL+ALT+L	Lock all password-protected sections.
CTRL+ALT+M	Move or copy the current page.
CTRL+ALT+N	Create a new page below the current page tab at the same level.
CTRL+ALT+P	Start playback of a selected audio or

	video recording.
CTRL+ALT+R	Create a column to the right of the current column in a table.
CTRL+ALT+S	Start playback of a selected audio or video recording.
CTRL+ALT+U	Fast-forward the current audio or video recording by a few seconds.
CTRL+ALT+Y	Rewind the current audio or video recording by a few seconds.
CTRL+ALT+1	Add H1 style
CTRL+ALT+2	Add H2 style
CTRL+ALT+3	Add H3 style
CTRL+ALT+4	Add H4 style
CTRL+ALT+5	Add H5 style
CTRL+ALT+6	Add H6 style
CTRL+ALT+UP ARROW	Move the insertion point up in the current page, or expand the page up.
CTRL+ALT+DOWN ARROW	Move the insertion point down in the current page, or expand the page down.
CTRL+ALT+LEFT ARROW	Move the insertion point left in the current page, or expand the page to the left.

ONENOTE KEYBOARD SHORTCUTS

CTRL+ALT+RIGHT ARROW	Move the insertion point right in the current page, or expand the page to the right.
CTRL+ALT+SHIFT+O	Open a section.
CTRL+ALT+[	Decrease indent of the current page tab label.
CTRL+ALT+]	Increase indent of the current page tab label.
CTRL+=	Subscript
CTRL+PERIOD	Apply Bullets
CTRL+SLASH	Apply Numbered List formatting
CTRL+LEFT SHIFT	Set writing direction left to right.
CTRL+RIGHT SHIFT	Set writing direction right to left.
CTRL+HOME	Scroll to the top of the current page.
CTRL+END	Scroll to the bottom of the current page.
CTRL+DOWN ARROW	Go to the next paragraph.
CTRL+UP ARROW	Go to the previous paragraph.
CTRL+TAB	Go to the next section.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
CTRL+BACKSPACE	Delete one word to the left.
CTRL+DELETE	Delete one word to the right.

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CTRL+ENTER	Create a new table row
CTRL+HYPHEN	Strikethrough
CTRL+PAGE DOWN	Go to the next page in the section.
CTRL+PAGE UP	Go to the previous page in the section.
ALT+N, F	Insert a file
ALT+N, O	Insert a document or file as a printout on the current page.
ALT+N, P	Insert a picture from a file.
ALT+N, S	Insert a picture from a scanner or a camera.
ALT+SHIFT+D	Insert the current date.
ALT+SHIFT+F	Insert the current date and time.
ALT+SHIFT+P	Show document printouts when running OneNote in High Contrast mode.
ALT+SHIFT+T	Insert the current time.
ALT+SHIFT+PLUS SIGN	Expand a collapsed outline.
ALT+SHIFT+MINUS SIGN	Collapse an expanded outline.
ALT+SHIFT+UP ARROW	Move the selected page tab up/ Move the current paragraph or several selected paragraphs up.
ALT+SHIFT+DOWN ARROW	Move the selected page tab

	down/Move the current paragraph or several selected paragraphs down.
ALT+SHIFT+LEFT ARROW	Move the current paragraph or several selected paragraphs left (decreasing the indent).
ALT+SHIFT+RIGHT ARROW	Indent a paragraph from the left.
ALT+SHIFT+RIGHT ARROW	Indent a paragraph from the left.
ALT+SHIFT+LEFT ARROW	Remove paragraph indent from the left.
ALT+SHIFT+0	Expand all levels.
ALT+SHIFT+1	Show through Level 1.
ALT+SHIFT+2	Expand to Level 2.
ALT+SHIFT+3	Expand to Level 3.
ALT+SHIFT+4	Expand to Level 4.
ALT+SHIFT+5	Expand to Level 5.
ALT+SHIFT+6	Expand to Level 6.
ALT+SHIFT+7	Expand to Level 7.
ALT+SHIFT+8	Expand to Level 8.
ALT+SHIFT+9	Expand to Level 9.
ALT+PAGE UP	Go to the first page in the currently visible set of page tabs.
ALT+PAGE DOWN	Go to the last page in the currently visible set of page tabs.

ONENOTE KEYBOARD SHORTCUTS

ALT+DOWN ARROW	Go to the next note container.
ALT+LEFT ARROW	Go back to the last page visited.
ALT+RIGHT ARROW	Go forward to the next page visited.
ALT+CTRL+SHIFT+PLUS SIGN/MINUS SIGN	Zoom In/Out
ALT+HOME	Go to the first page in the section.
ALT+END	Go to the last page in the section.
ALT+PAGE UP	Go to the first page in the currently visible set of page tabs.
ALT+PAGE DOWN	Go to the last page of the currently visible set of page tabs.
ALT+=	Start a math equation or convert selected text to a math equation.
ALT+ENTER	Create another paragraph in the same cell in a table.
SHFT+F3	While searching the current page, move to the previous result.
SHIFT+F7	Open the thesaurus for the currently selected word.
SHIFT+F10	Bring up the context menu for any note, tab, or object that is focused.
SHIFT+F9	Sync changes in the current shared notebook.

ONENOTE KEYBOARD SHORTCUTS

SHIFT+END	Select to the end of the line.
SHIFT+DOWN ARROW	Select the whole line.
SHIFT+TAB	Decrease indent by one level.
SHIFT+ENTER	Insert a line break without starting a new paragraph.
F7	Check spelling.
F9	Sync changes in all shared notebooks.
F11	Enable or disable full page view.
ESC	Cancel the selected outline or page.
HOME	Move to the beginning of the line.
END	Move to the end of the line.
TAB	Create another table column or Increase indent by one level.
DEL (press twice)	Delete the current empty table row.
DOWN ARROW	While searching all notebooks, preview the next result.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
BACKSPACE	Delete one character to the left.
PAGE UP	Scroll up in the current page.
PAGE DOWN	Scroll down in the current page.
Windows+SHIFT+N	Open OneNote.
Windows+N	Send to OneNote Tool