



## Frequently Used Keyboard Shortcuts

Key	Function to
ctrl + O	Open a new Notebook
ctrl + M	Open a new OneNote window
ctrl + E	Open Search box
ctrl + F	Search current page
ctrl + Q	Mark current page as Unread
ctrl + Z	Undo previous action
ctrl + Y	Redo action
ctrl + C	Copy selected Text/Item
ctrl + V	Paste Content of the clipboard
ctrl + P	Print current Page
ctrl + N	Add a new Page
ctrl + T	Add a new Section
ctrl + S	Sync current Notebook
ctrl + →	Move one Word to the right
ctrl + ←	Move one Word to the left
shift + end	Select from cursor to end of line
shift + ↓	Select from cursor
ctrl + shift + T	Jump to the title of the page
alt + →	Go Forward in page history
alt + ←	Go Back in page history
ctrl + alt + D	Dock the OneNote window

## Format Notes

Key	Function to
ctrl + A	Select all Text/Items
ctrl + B	Make selected Text bold
ctrl + I	Italicize selected Text
ctrl + U	Underline selected Text
ctrl + alt + H	Highlight selected Text
ctrl + shift + N	Clear all formatting of selected Text
ctrl + alt + 1	Apply Heading 1 Style
ctrl + alt + 2	Apply Heading 2 Style
ctrl + alt + 3	Apply Heading 3 Style
ctrl + alt + 4	Apply Heading 4 Style
ctrl + alt + 5	Apply Heading 5 Style
ctrl + alt + 6	Apply Heading 6 Style
ctrl + shift + >	Increase font size of selected Text
ctrl + shift + <	Decrease font size of selected Text
ctrl + L	Align Paragraph to the left
ctrl + R	Align Paragraph to the right
shift + enter	Line break without starting new paragraph
ctrl + backspace	Delete one Word to the left
ctrl + del	Delete one Word to the right



## Insert Items

Key	Function to
<b>alt</b> + <b>shift</b> + <b>D</b>	Insert current Date
<b>alt</b> + <b>shift</b> + <b>T</b>	Insert current Time
<b>alt</b> + <b>shift</b> + <b>F</b>	Insert current Date + Time
<b>alt</b> + <b>=</b>	Start or convert selected text to Math Equation
<b>ctrl</b> + <b>K</b>	Insert Hyperlink
<b>ctrl</b> + <b>shift</b> + <b>M</b>	Insert the author name + last modified time stamp

## Tag Notes

Key	Function to
<b>ctrl</b> + <b>1</b>	Apply, select, or clear the To Do tag
<b>ctrl</b> + <b>2</b>	Apply, select, or clear the Important tag
<b>ctrl</b> + <b>3</b>	Apply, select, or clear the Question tag
<b>ctrl</b> + <b>4</b>	Apply, select, or clear the Remember tag
<b>ctrl</b> + <b>5</b>	Apply, select, or clear the Definition tag
<b>ctrl</b> + <b>0</b>	Remove all selected tags

## Sync, Email, Security & Tables

Key	Function to
<b>shift</b> + <b>F9</b>	Sync current Notebook
<b>F9</b>	Sync all Notebooks
<b>ctrl</b> + <b>alt</b> + <b>L</b>	Lock all password protected Sections
<b>ctrl</b> + <b>shift</b> + <b>R</b>	Show/Hide rule lines
<b>tab</b>	<ol style="list-style-type: none"><li>1. Create a Table when typing text and pressing tab</li><li>2. Create a new Cell when in last cell of a single row</li><li>3. Create a new Cell or Row when in last cell</li></ol>
<b>enter</b>	<ol style="list-style-type: none"><li>1. Create another Row when in last cell of row</li><li>2. Press Enter again to finish table</li><li>3. Create new Row above the current by pressing enter providing your not in the first row</li></ol>
<b>ctrl</b> + <b>enter</b>	Insert Row below current row
<b>ctrl</b> + <b>shift</b> + <b>E</b>	Email selected Page(s)