

Frequently Used Keyboard Shortcuts

Key	Function to
ctrl + O	Open a new Notebook
ctrl + shift + M	Create a Quick Note
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
F7	Check Spelling
shift + F7	Open the thesaurus for selected Word
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



Frequently Used Keyboard Shortcuts

Key	Function to
alt + shift + D	Insert current Date
alt + shift + T	Insert current Time
alt + shift + F	Insert current Date + Time
alt + =	Start or convert selected text to Math Equation
ctrl + K	Insert Hyperlink
alt + N then F	Insert Document/File
alt + N then O	Insert Document/File as printout
alt + N then P	Insert Picture from file
alt + N then S	Insert a Sticker
alt + N then U	Insert a Symbol
alt + N then T	Insert a Table

Tag Notes

Key	Function to
ctrl + 1	Apply, select, or clear the To Do tag
ctrl + 2	Apply, select, or clear the Important tag
ctrl + 3	Apply, select, or clear the Question tag
ctrl + 4	Apply, select, or clear the Remember tag
ctrl + 5	Apply, select, or clear the Definition tag
ctrl + 6	Apply, select, or clear the Highlight tag
ctrl + 7	Apply, select, or clear the Contact tag
ctrl + 8	Apply, select, or clear the Address tag
ctrl + 9	Apply, select, or clear the Phone number tag
ctrl + 0	Remove all selected tags

Sync, Security & Tables

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

Outlook Emails & Tasks

Key	Function to
ctrl + shift + E	Email selected Page(s)
ctrl + shift + 1	Create a Today Outlook task
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 selected Outlook task
ctrl + shift + 9	Mark selected Outlook task as Completed
ctrl + shift + 0	Delete selected Outlook task