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Keyboard shortcuts in OneNote for Windows 10

OneNote for Windows 10

Many users find that using an external keyboard with keyboard shortcuts for OneNote for Windows 10 helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse. This article itemizes the keyboard shortcuts for OneNote for Windows 10.

Notes:

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.

- Commands that require you to press and release multiple keys together are indicated with a plus sign (+). Commands that require you to press multiple keys in order are indicated by a comma sign (,).

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Frequently used shortcuts

This table lists the most frequently used shortcuts in OneNote for Windows 10.

To do this	Press
Put the focus on the current section	Ctrl+Shift+G
Open the context menu	Shift+F10
Add a new page at the end of the	Ctrl+N

selected section

Open a notebook	Ctrl+O
Switch to a different notebook on the **Navigation** bar	Ctrl+G, then press the Down or Up arrow key to select a different notebook, and then press Enter
Create a new section	Ctrl+T
Create a new page below the current page tab on the same level	Ctrl+Alt+N
Create a new sub-page below the current page	Ctrl+Alt+Shift+N
Enable or disable the full page view	F11
Put the focus on the current page tab	Ctrl+Alt+G
Move or copy the current page	Ctrl+Alt+M
Select the current page	Ctrl+Shift+A
Jump to the title of the page and select it	Ctrl+Shift+T
Open a search box to search all currently open notebooks	Ctrl+E

Navigate OneNote for Windows 10 with only the keyboard

The table below lists the shortcuts you can use to navigate in OneNote for Windows 10.

To do this	Press
Jump between the tab bar, navigation pane, and the page canvas	F6
Move to the ribbon on a tab	Down arrow key
Move among the options on a ribbon	Left or Right arrow key
Execute the currently selected option	Enter
Move between tabs	Left or Right arrow key
Move between the items on the main menu bar	Tab or Shift+Tab
Open the ribbon	Alt
Open the **Home** tab	Alt+H
Open the **Insert** tab	Alt+N
Open the **Draw** tab	Alt+D
Open the **View** tab	Alt+W

Activate and use the Narrator screen reader

To activate Narrator, in Windows, press Windows logo key+Enter. You hear: "Narrator settings window."

To learn about the Narrator shortcuts and commands, refer to Narrator keyboard commands and touch gestures.

To exit Narrator, press Caps Lock+Esc.

Take and format notes

Type and edit notes

To do this	Press
Open a new OneNote window	Ctrl+M
Undo the last action	Ctrl+Z
Redo the last action	Ctrl+Y
Select all items on the current page. To expand the selection, keep pressing Ctrl+A.	Ctrl+A
Cut the selected text or item to the Clipboard	Ctrl+X
Copy the selected text or item to the Clipboard	Ctrl+C
Paste the contents of the Clipboard	Ctrl+V

To do this	Press
Move to the beginning of the line	Home
Move to the end of the line	End
Move one character to the left	Left arrow key
Move one character to the right	Right arrow key
Move one word to the left	Ctrl+Left arrow key
Move one word to the right	Ctrl+Right arrow key
Delete one character to the left	Backspace
Delete one character to the right	Delete
Delete one word to the left	Ctrl+Backspace
Delete one word to the right	Ctrl+Delete
Insert a line break without starting a new paragraph	Shift+Enter
Open the context menu for the object in focus	Shift+F10 or Menu key

To do this	Press

To do this	Press
Execute the action suggested on the **Information Bar** if it appears at the top of a page	Ctrl+Shift+W
Insert the author name and last modified time stamp	Ctrl+Shift+M

Format notes

To do this	Press
Highlight the selected text	Ctrl+Shift+H or Ctrl+Alt+H
Insert a hyperlink	Ctrl+K
Copy the formatting of the selected text (**Format Painter**)	Ctrl+Shift+C
Paste the formatting to the selected text (**Format Painter**)	Ctrl+Shift+V
Open a hyperlink when the cursor is in the link text. Press the arrow keys to move the cursor to the link text.	Enter
Apply bold formatting to or remove it from the selected text	Ctrl+B
Apply italic formatting to or remove it from the selected text	Ctrl+I

To do this	Press
Apply underline to or remove it from the selected text	Ctrl+U
Apply strikethrough to or remove it from the selected text	Ctrl+Hyphen (-)
Apply superscript formatting to or remove it from the selected text	Ctrl+Shift+=
Apply subscript formatting to or remove it from the selected text	Ctrl+=
Apply bulleted list formatting to or remove it from the selected paragraph	Ctrl+Period (.)
Apply numbered list formatting to or remove it from the selected paragraph	Ctrl+Slash
Apply **Heading 1** style to the current note	Ctrl+Alt+1
Apply **Heading 2** style to the current note	Ctrl+Alt+2
Apply **Heading 3** style to the current note	Ctrl+Alt+3
Apply **Heading 4** style to the current note	Ctrl+Alt+4
Apply **Heading 5** style to the current note	Ctrl+Alt+5
Apply **Heading 6** style to the current note	Ctrl+Alt+6

To do this	Press
Apply **Normal** style to the current note, clearing all formatting	Ctrl+Shift+N
Increase paragraph indent	Alt+Shift+Right arrow key or Tab (at the beginning of a line)
Decrease paragraph indent	Alt+Shift+Left arrow key or Shift+Tab (at the beginning of a line)
Right-align the selected paragraph	Ctrl+R
Left-align the selected paragraph	Ctrl+L
Increase the font size of selected text	Ctrl+Shift+>
Decrease the font size of selected text	Ctrl+Shift+<
Show or hide rule lines on the current page	Ctrl+Shift+R

Add items to a page

To do this	Press
Copy a screen clipping to the Clipboard (requires the Windows 10 Creators Update)	Windows logo key+Shift+S

To do this	Press
Insert the current date	Alt+Shift+D
Insert the current date and time	Alt+Shift+F
Insert the current time	Alt+Shift+T
Insert a line break	Shift+Enter
Start a math equation or convert selected text to a math equation	Alt+=
Create a table by adding a second column to already typed text	Tab
Create another column in a table with a single row	Tab
Create another row when in the last cell in a table	Enter
Create a row below the current row in a table	Ctrl+Enter
Create another paragraph in the same cell in a table	Alt+Enter
Create a column to the right of the current column in a table	Ctrl+Alt+R
Create a row above the current one in a table (when the cursor is at the beginning of any row, except for the first row)	Enter
Delete the current empty row in a table (when the cursor is at the beginning of the row)	Delete (press twice)

Select notes and objects

To do this	Press
Select all items on the current page. To expand the selection, keep pressing Ctrl+A.	Ctrl+A
Select from the current cursor position until the end of the line	Shift+End
Select the whole line (when the cursor is at the beginning of the line)	Shift+Down arrow key
Jump to the title of the page and select it	Ctrl+Shift+T
Cancel the selected outline or page	Esc
Move the current paragraph or several selected paragraphs up	Alt+Shift+Up arrow key
Move the current paragraph or several selected paragraphs down	Alt+Shift+Down arrow key
Move the current paragraph or several selected paragraphs right (increasing the indent)	Alt+Shift+Right arrow key
Move the current paragraph or several selected paragraphs left (decreasing the indent)	Alt+Shift+Left arrow key
Select the current paragraph and its subordinate paragraphs	Ctrl+Shift+Hyphen (-)

To do this	Press
Delete the selected note or object	Delete
Move to the beginning of the line	Home
Move to the end of the line	End
Move one character to the left	Left arrow key
Move one character to the right	Right arrow key
Go back to the last visited page	Alt+Left arrow key
Go forward to the next visited page	Alt+Right arrow key
Play selected audio recording	Ctrl+Alt+P
Stop playback of selected audio recording	Ctrl+Alt+S
Start new audio recording	Ctrl+Alt+A
Rewind the current audio recording by 10 seconds	Ctrl+Alt+Y
Rewind the current audio recording by 5 minutes	Ctrl+Alt+T
Fast-forward the current audio recording by 10 seconds	Ctrl+Alt+U
Fast-forward the current audio recording by 5 minutes	Ctrl+Alt+I

Tag notes

To do this	Press
Apply, mark, or clear the **To Do** tag	Ctrl+1
Apply or clear the **Important** tag	Ctrl+2
Apply or clear the **Question** tag	Ctrl+3
Apply or clear the **Remember for later** tag	Ctrl+4
Apply or clear the **Definition** tag	Ctrl+5
Apply or clear the **Highlight** tag	Ctrl+6
Apply or clear the **Contact** tag	Ctrl+7
Apply or clear the **Address** tag	Ctrl+8
Apply or clear the **Phone Number** tag	Ctrl+9
Remove all note tags from the selected notes	Ctrl+0

Use outlines

To do this	Press
Show through **Level 1**	Alt+Shift+1

To do this	Press
Expand to **Level 2**	Alt+Shift+2
Expand to **Level 3**	Alt+Shift+3
Expand to **Level 4**	Alt+Shift+4
Expand to **Level 5**	Alt+Shift+5
Expand to **Level 6**	Alt+Shift+6
Expand to **Level 7**	Alt+Shift+7
Expand to **Level 8**	Alt+Shift+8
Expand to **Level 9**	Alt+Shift+9
Expand all levels	Alt+Shift+0
Increase indent by one level	Tab
Decrease indent by one level	Shift+Tab
Expand a collapsed outline	Alt+Shift+Plus sign (+)
Collapse an expanded outline	Alt+Shift+Minus sign (–)

Specify language settings

Note: To change the writing direction in your notes, you must first enable right-to-left languages in the **Microsoft Office Language Preferences** tool.

To do this	Press
Set left-to-right writing direction	Ctrl+Left Shift
Set right-to-left writing direction	Ctrl+Right Shift
Increase indent by one level in right-to-left text	Tab
Decrease indent by one level in right-to-left text	Shift+Tab

Organize and manage your notebook

Work with pages and Quick Notes

To do this	Press
Enable or disable full page view	F11
Open a new OneNote window	Ctrl+M
Expand or collapse the tabs of a page group	Ctrl+Shift+*
Toggle the Accessibility checker view	Ctrl+Shift+F

To do this	Press
Print the current page	Ctrl+P
Add a new page at the end of the selected section	Ctrl+N
Increase the width of the page tabs bar	Ctrl+Shift+[
Decrease the width of the page tabs bar	Ctrl+Shift+]
Create a new page below the current page tab at the same level	Ctrl+Alt+N
Create a new sub-page below the current page	Ctrl+Alt+Shift+N
Select all items. To expand the selection, keep pressing Ctrl+A.	Ctrl+A
Select the current page	Ctrl+Alt+G
Move the selected page tab up	Alt+Shift+Up arrow key
Move the selected page tab down	Alt+Shift+Down arrow key
Move the cursor to the page title	Ctrl+Shift+T
Scroll up on the current page	Page Up
Scroll down on the current page	Page Down

To do this	Press
Scroll to the top of the current page	Ctrl+Home
Scroll to the bottom of the current page	Ctrl+End
Go to the next paragraph	Ctrl+Down arrow key
Go to the previous paragraph	Ctrl+Up arrow key
Go to the next note container	Alt+Down arrow key
Go to the beginning of the line	Home
Go to the end of the line	End
Move one character to the left	Left arrow key
Move one character to the right	Right arrow key
Go back to the last visited page	Alt+Left arrow key
Go forward to the next visited page	Alt+Right arrow key
Zoom in	Ctrl+Alt+Plus sign (+ on the numeric keypad) or Ctrl+Alt+Shift+Plus sign

To do this	Press
Zoom out	Ctrl+Alt+Minus sign (– on the numeric keypad) or Ctrl+Alt+Shift+Hyphen (-)
Save changes and sync notebook	Ctrl+S

Note: While OneNote is running, your notes are automatically saved whenever you change them. Manually saving notes is not necessary.

Work with notebooks and sections

To do this	Press
Open OneNote	Press the Windows logo key, then type `OneNote`. Press the Down arrow key to select "OneNote, Microsoft Store app," and then press Enter.
Open a notebook	Ctrl+O
Create a new section	Ctrl+T
Go to the next section	Ctrl+Tab
Go to the previous section	Ctrl+Shift+Tab
Go to the next page in the section	Ctrl+Page Down

To do this	Press
Go to the previous page in the section	Ctrl+Page Up
Go to the first page in the section	Alt+Home
Go to the last page in the section	Alt+End
Move or copy the current page	Ctrl+Alt+M
Put focus on the current page tab	Ctrl+Alt+G
Put focus on the current section tab	Ctrl+Shift+G
Switch to a different notebook on the **Navigation** bar	Ctrl+G, then press the Down or Up arrow keys to select a different notebook, and then press Enter
Open the context menu of the current section	Ctrl+Shift+G, Shift+F10

Search notes

To do this	Press

To do this	Press
Open a search box to search all currently open notebooks	Ctrl+E or Ctrl+F
While searching all notebooks, preview the next result	Down arrow key
While searching all notebooks, go to the selected result	Enter
Change the search scope	Ctrl+E, Tab, Tab, Down arrow
Dismiss **Search** and return to the page	Esc

Share notes

Share notes with other people

To do this	Press
Open the **Share** pane	Ctrl+Shift+E
Create a sharing link for the current page	Ctrl+Shift+E, Tab, Tab, Enter
Share the current notebook	Ctrl+Shift+E, Tab, Down arrow, Down arrow
Send a copy of the page via another app	Ctrl+Shift+E, Enter

Share notes with other programs

To do this	Press
Send a copy of the current page via another app	Ctrl+Shift+E, Enter
Sync current notebook	Ctrl+S or Shift+F9
Sync all notebooks	F9
Mark the current page as read or unread	Ctrl+Q

Protect notes

Password-protect sections

To do this	Press
Lock all password-protected sections	Ctrl+Alt+L

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See also

Learn how to navigate OneNote using accessible features

Basic tasks using a screen reader with OneNote

Technical support for customers with disabilities

Microsoft wants to provide the best possible experience for all our customers. If you have a disability or questions related to accessibility, please contact the Microsoft Disability Answer Desk for technical assistance. The Disability Answer Desk support team is trained in using many popular assistive technologies and can offer assistance in English, Spanish, French, and American Sign Language. Please go to the Microsoft Disability Answer Desk site to find out the contact details for your region.

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