

OneNote

Monday, May 15, 2017

2:36 AM

Frequently Used Shortcuts	
Press	To do this
CTRL+M	Open a new OneNote window.
CTRL+SHIFT+M	Open a small OneNote window to create a side note.
CTRL+ALT+D	Dock the OneNote window.
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
CTRL+A	Select all items on the current page.
	NOTE: Press CTRL+A more than once to increase the scope of the selection.
CTRL+X	Cut the selected text or item.
CTRL+C	Copy the selected text or item to the Clipboard.
CTRL+V	Paste the contents of the Clipboard.
HOME	Move to the beginning of the line.
END	Move to the end of the line.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
BACKSPACE	Delete one character to the left.
DELETE	Delete one character to the right.
CTRL+BACKSPACE	Delete one word to the left.
CTRL+DELETE	Delete one word to the right.
SHIFT+ENTER	Insert a line break without starting a new paragraph.
F7	Check spelling.
SHIFT+F7	Open the thesaurus for the currently selected word.
SHIFT+F10	Bring up the context menu for any note, tab, or any other object that currently has focus.
CTRL+SHIFT+W	Execute the action suggested on the Information Bar if it appears at the top of a page.
Formatting Notes	
Press	To do this
CTRL+SHIFT+H OR CTRL+ALT+H	Highlight selected text in yellow.

CTRL+K	Insert a hyperlink.
CTRL+SHIFT+C	Copy the formatting of selected text (Format Painter).
CTRL+SHIFT+V	Paste the formatting to selected text (Format Painter).
ENTER	Open a hyperlink.
	NOTE: The cursor must be placed anywhere within the formatted hyperlink text.
CTRL+B	Apply or remove bold formatting from the selected text.
CTRL+I	Apply or remove italic formatting from the selected text.
CTRL+U	Apply or remove the underline from the selected text.
CTRL+HYPHEN	Apply or remove strikethrough from the selected text.
CTRL+SHIFT+=	Apply or remove superscript formatting from the selected text.
CTRL+=	Apply or remove subscript formatting from the selected text.
CTRL+PERIOD	Apply or remove bulleted list formatting from the selected paragraph.
CTRL+SLASH	Apply or remove numbered list formatting from the selected paragraph.
CTRL+ALT+1	Apply a Heading 1 style to the current note.
CTRL+ALT+2	Apply a Heading 2 style to the current note.
CTRL+ALT+3	Apply a Heading 3 style to the current note.
CTRL+ALT+4	Apply a Heading 4 style to the current note.
CTRL+ALT+5	Apply a Heading 5 style to the current note.
CTRL+ALT+6	Apply a Heading 6 style to the current note.
CTRL+SHIFT+N	Apply the Normal style to the current note.
ALT+SHIFT+RIGHT ARROW	Indent a paragraph from the left.
ALT+SHIFT+LEFT ARROW	Remove a paragraph indent from the left.
CTRL+R	Right-align the selected paragraph.
CTRL+L	Left-align the selected paragraph.
CTRL+SHIFT+>	Increase the font size of selected text.
CTRL+SHIFT+<	Decrease the font size of selected text.
CTRL+SHIFT+N	Clear all formatting applied to the selected text.
CTRL+SHIFT+R	Show or hide rule lines on the current page.
Adding items to a page	
Press	To do this
ALT+N, F	Insert a document or file on the current page.
ALT+N, O	Insert a document or file as a printout on the current page.
ALT+SHIFT+P	Show or hide document printouts on the current page (when running OneNote in High Contrast mode).
ALT+N, P	Insert a picture from a file.
ALT+N, S	Insert a picture from a scanner or a camera.

Windows logo key+S	Insert a screen clipping.
	NOTE: The OneNote icon must be active in the notification area, at the far right of the Windows taskbar.
ALT+SHIFT+D	Insert the current date.
ALT+SHIFT+F	Insert the current date and time.
ALT+SHIFT+T	Insert the current time.
SHIFT+ENTER	Insert a line break.
ALT+=	Start a math equation or convert selected text to a math equation.
TAB	Create a table by adding a second column to already typed text.
TAB	Create another column in a table with a single row.
ENTER	Create another row when at the end cell of a table.
	NOTE: Press ENTER a second time to finish the table.
CTRL+ENTER	Create a row below the current row in a table.
ALT+ENTER	Create another paragraph in the same cell in a table.
CTRL+ALT+R	Create a column to the right of the current column in a table.
CTRL+ALT+E	Create a column to the left of the current column in a table.
ENTER	Create a row above the current one in a table (when the cursor is at the beginning of any row).
DEL (press twice)	Delete the current empty row in a table (when the cursor is at the beginning of the row).
Selecting notes and objects	
Press	To do this
CTRL+A	Select all items on the current page.
	NOTE: Press CTRL+A more than once to increase the scope of the selection.
SHIFT+END	Select to the end of the line.
SHIFT+DOWN ARROW	Select the whole line (when the cursor is at the beginning of the line).
CTRL+SHIFT+T	Jump to the title of the page and select it.
ESC	Cancel the selected outline or page.
ALT+SHIFT+UP ARROW	Move the current paragraph or several selected paragraphs up.
ALT+SHIFT+DOWN ARROW	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	Move the current paragraph or several selected paragraphs right (increasing the indent).
CTRL+SHIFT+HYPHEN	Select the current paragraph and its subordinate paragraphs.
DELETE	Delete the selected note or object.

HOME	Move to the beginning of the line.
END	Move to the end of the line.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
ALT+LEFT ARROW	Go back to the last page visited.
ALT+RIGHT ARROW	Go forward to the next page visited.
CTRL+ALT+P	Start playback of a selected audio or video recording.
CTRL+ALT+S	Start playback of a selected audio or video recording.
CTRL+ALT+Y	Rewind the current audio or video recording by a few seconds.
CTRL+ALT+U	Fast-forward the current audio or video recording by a few seconds.
Tagging notes	
Press	To do this
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+0	Remove all note tags from the selected notes.
Using outlines	
Press	To do this
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+SHIFT+0	Expand all levels.
TAB	Increase indent by one level.
SHIFT+TAB	Decrease indent by one level.

ALT+SHIFT+PLUS SIGN	Expand a collapsed outline.
ALT+SHIFT+MINUS SIGN	Collapse an expanded outline.
	Specifying language settings
	NOTE: To change the writing direction for your notes, you must first enable right-to-left languages in the Microsoft Office 2010 Language Preferences tool.
Press	To do this
CTRL+LEFT SHIFT	Set writing direction left to right.
CTRL+RIGHT SHIFT	Set writing direction right to left.
TAB	Increase indent by one level in right-to-left text.
SHIFT+TAB	Decrease indent by one level in right-to-left text.
Working with pages and side notes	
Press	To do this
F11	Enable or disable full page view.
CTRL+M	Open a new OneNote window.
CTRL+SHIFT+M	Open a small OneNote window to create a side note.
CTRL+SHIFT+*	Expand or collapse the tabs of a page group.
CTRL+P	Print the current page.
CTRL+N	Add a new page at the end of the selected section.
CTRL+SHIFT+[Increase the width of the page tabs bar.
CTRL+SHIFT+]	Decrease the width of the page tabs bar.
CTRL+ALT+N	Create a new page below the current page tab at the same level.
CTRL+ALT+[Decrease indent level of the current page tab label.
CTRL+ALT+]	Increase indent level of the current page tab label.
CTRL+SHIFT+ALT+N	Create a new subpage below the current page.
CTRL+A	Select all items.
	Press CTRL+A several times to increase the scope of the selection.
CTRL+SHIFT+A	Select the current page.
If the selected page is part of a group, press CTRL+A to select all of the pages in the group.	
ALT+SHIFT+UP ARROW	Move the selected page tab up.
ALT+SHIFT+DOWN ARROW	Move the selected page tab down.
CTRL+SHIFT+T	Move the insertion point to the page title.
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.
PAGE UP	Scroll up in the current page.
PAGE DOWN	Scroll down in the current page.

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+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.
CTRL+ALT+RIGHT ARROW	Move the insertion point right in the current page, or expand the page to the right.
ALT+DOWN ARROW	Go to the next note container.
HOME	Go to the beginning of the line.
END	Go to the end of the line.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
ALT+LEFT ARROW	Go back to the last page visited.
ALT+RIGHT ARROW	Go forward to the next page visited.
ALT+CTRL+PLUS SIGN (on the numeric keypad)	Zoom in.
–OR–	
ALT+CTRL+SHIFT+PLUS SIGN	
ALT+CTRL+MINUS SIGN (on the numeric keypad)	Zoom out.
–OR–	
ALT+CTRL+SHIFT+HYPHEN	
CTRL+S	Save changes.
Working with notebooks and sections	
Press	To do this
CTRL+T	Create a new section.
CTRL+O	Open a notebook.
CTRL+ALT+SHIFT+O	Open a section.
CTRL+TAB	Go to the next section.
CTRL+SHIFT+TAB	Go to the previous section.
CTRL+PAGE DOWN	Go to the next page in the section.
CTRL+PAGE UP	Go to the previous page in the section.
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.
CTRL+ALT+M	Move or copy the current page.
CTRL+ALT+G	Put focus on the current page tab.
CTRL+SHIFT+A	Select the current page tab.
CTRL+SHIFT+G	Put focus on the current section tab.
CTRL+SHIFT+G, SHIFT+F10, M	Move the current section.
CTRL+G, then press DOWN ARROW or UP ARROW keys to select a different notebook, and then press ENTER	Switch to a different notebook on the Navigation bar.
Searching notes	
Press	To do this
CTRL+E	Move the insertion point to the Search box to search all notebooks.
DOWN ARROW	While searching all notebooks, preview the next result.
ENTER	While searching all notebooks, go to the 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 the current page.
	NOTE: You can switch between searching everywhere and searching only the current page at any point by pressing CTRL+E or CTRL+F.
ENTER or F3	While searching the current page, move to the next result.
SHIFT+F3	While searching the current page, move to the previous result.
ESC	Dismiss Search and return to the page.
Sharing notes: Sharing notes with other people	
Press	To do this
CTRL+SHIFT+E	Send the selected pages in an e-mail message.
Sharing notes with other programs	
Press	To do this
CTRL+SHIFT+E	Send the selected pages in an e-mail message.
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+K	Open the selected Outlook task.
CTRL+SHIFT+9	Mark the selected Outlook task as complete.
CTRL+SHIFT+0	Delete the selected Outlook task.
SHIFT+F9	Sync changes in the current shared notebook.
F9	Sync changes in all shared notebooks.
CTRL+Q	Mark the current page as Unread.
Protecting notes: Password-protecting sections	
Press	To do this
CTRL+ALT+L	Lock all password-protected sections.