

OneNote Shortcuts Keys

1. Search Notes

Move insertion point to search box to search all notebooks	Ctrl+E
While searching all notebooks, preview next result	Arrow Down
While searching all notebooks, go to selected result and dismiss search	Enter
Change the search scope	Ctrl+E, Tab, Space
Open the Search Results pane	Alt+O after searching
Search only current page. Switch between searching everywhere and searching only the current page at any point by pressing CTRL+E or CTRL+F	Ctrl+F
While searching current page, move to next result	F3 (or Enter)
While searching current page, move to previous result	Shift+F3
Dismiss search and return to page	Esc

2. Tag Notes

Apply, mark, or clear 'To-Do' tag	Ctrl+1
Apply or clear 'Important' tag	Ctrl+2
Apply or clear 'Question' tag	Ctrl+3
Apply or clear 'Remember for later' tag	Ctrl+4
Apply or clear 'Definition' tag	Ctrl+5
Apply or clear a custom tag	Ctrl+6 ... Ctrl+9
Remove all note tags from selected notes	Ctrl+0 (zero)

3. Outlines

Show Level 1 through 9	Alt+Shift+1 ... 9
Expand all levels	Alt+Shift+0
Increase/ decrease indent by one level	Tab/Shift+Tab
Expand collapsed outline	Alt+Shift+[/]
Collapse expanded outline	Alt+Shift+ -

4. Add Items

Insert current Date	Alt+Shift+D
Insert current Time	Alt+Shift+T
Insert current date and time	Alt+Shift+F
Insert document or File on current page	Alt+N, F
Insert document or file as a printout on current page	Alt+N, O
Show or hide document printouts on current page (when	

running OneNote in High Contrast mode)	Alt+Shift+P
Insert Picture from file	Alt+N, P
Insert picture from Scanner or a camera.	Alt+N, S
Insert screen clipping. The OneNote icon must be active in the notification area on the Windows taskbar	Win+S

5. OneNote Tables

Create table by adding a second column to already typed text.	Tab
Create another column in table with a single row.	
Create another row when at the end cell of a table. Press Enter a second time to finish the table	Enter
Create row below current row in table	Ctrl+Enter
Create another paragraph in same cell in table	Alt+Enter
Create column to the right of current column in table	Ctrl+Alt+R
Create column to the left of current column in table	Ctrl+Alt+E
Create row above the current one in table (when the cursor is at the beginning of any row)	Enter
Delete current empty row in table (when the cursor is at the beginning of the row)	Press Delete twice

6. Manage Pages, Notebooks and Sections

Create new section	Ctrl+T
Move or copy current page	Ctrl+Alt+M
Go to next/ previous page in section	Ctrl+Page Down/Page Up
Go to next/ previous section	Ctrl+Tab/Ctrl+Shift+Tab
Go to first/ last page in the section	Alt+Home/End
Go to first/ last page in the currently visible set of page tabs	Alt+Page Up/Page Down
Go back to last/ next page opened	Alt+Arrow Left/Arrow Right
Move focus to Notebook area (typically on the left); continue with Arrow Up/Arrow Down to select page. Press Escape to cancel	Ctrl+G
Move focus to Pages area (typically on the Right); continue with Arrow Up/Arrow Down to select page. Press Escape to cancel	Ctrl+Alt+G
Move focus to Section area (typically on the top); continue with Arrow Left/Arrow Right to select section. Press Escape to cancel	Ctrl+Shift+G
Open move option for current section	Ctrl+Shift+G, Shift+F10, M
Open notebook	Ctrl+O
Open a section	Ctrl+Alt+Shift+O
Select current page tab	Ctrl+Shift+A

7. OneNote Window

Show or hide Ruler lines on current page	Ctrl+Shift+R
Increase/ decrease width of page tab (typically on the right)	Ctrl+Shift+[/]
Increase/ decrease width of sections tab (typically on the left)	Ctrl+Shift+Alt+[/]
Show or hide section tab	Alt+F1
Zoom in/ out	Ctrl+Shift+Alt+ + / -
Show or hide Office ribbon	Ctrl+F1
Turn full-screen view on or off	F11
Dock/ undock OneNote program window to desktop	Ctrl+Alt+D
Replicate OneNote window	Ctrl+M
Open a small OneNote window to create side note	Ctrl+Shift+M
Create a new side note	Win+N
Create a new page below current page tab at the same level	Ctrl+Alt+N
Create a new subpage below current page	Ctrl+Shift+Alt+N

8. Basic Editing and Formatting

Undo/ redo last action	Ctrl+Z/Y
Move one word left/ right	Ctrl+Arrow Left/Arrow Right
Move to next/ previous paragraph	Ctrl+Arrow Down/Arrow Up
Move to beginning/ end of the line	Home/End
Move to top/ bottom of current page	Ctrl+Home/End
Move one page up/ down in current page	Page Up/Page Down
Delete one word to the right of cursor	Ctrl+Delete
Delete one word to the left of cursor	Ctrl+Backspace
Cut/ copy/ paste selection	Ctrl+X/Ctrl+C/Ctrl+V
Select to the beginning/ end of line	Shift+Home/End
Select all of Line	Ctrl+A 1x
Select all of Comment Section	Ctrl+A 2x
Select all of current page	Ctrl+A 3x
Select current paragraph and its subordinate paragraphs	Ctrl+Shift+-
Bring up context menu for any note, tab, or any other object that currently has focus (Simulate right mouse-button)	Shift+F10

9. The Rest

Check spelling	F7
Open research pane and thesaurus for the currently selected word	Shift+F7
Execute action suggested on the Information Bar if it appears at the top of a page	Ctrl+Shift+W
Lock all password-protected sections	Ctrl+Alt+L

Expand or collapse the subordinate tabs of a page group	Ctrl+Shift+*
Print the current page	Ctrl+P

10.Format

Increase/ decrease font size of selected text	Ctrl+Shift+>/<
Highlight selected text	Ctrl+Shift+H
Format selected text Bold; press again to un-apply	Ctrl+B
Format Italic	Ctrl+I
Format Underline	Ctrl+U
Format strikethrough	Ctrl+-
Format subscript	Ctrl+=
Format superscript	Ctrl+Shift+=
Copy/ paste formatting of selected text	Ctrl+Shift+C/Ctrl+Shift+V
Apply the Normal style	Ctrl+Shift+N
Apply bullets to selection; press again to un-apply	Ctrl+.
Apply numbered list	Ctrl+/
Apply heading style 1 thru 6	Ctrl+Alt+1 ... 6
Indent/ outdent paragraph	Alt+Shift+Arrow Right/Arrow Left
Align Right/ Left	Ctrl+R/Ctrl+L
Select Title of page	Ctrl+Shift+T
Move current line or selected lines up/ down	Alt+Shift+Arrow Up/Arrow Down
Insert a line break without starting a new paragraph	Shift+Enter
Insert a hyperlink	Ctrl+K