



Niagara
College
Canada
APPLIED DREAMS

OneNote 2016

Windows Keyboard Shortcuts

ITS (2017)

Keyboard shortcuts for Microsoft OneNote 2016

Taking and formatting notes

Typing and editing notes

To do this	Press
Open a new OneNote window.	Ctrl+M
Open a small OneNote window to create a side note.	Ctrl+Shift+M or Windows+Alt+N
Dock the OneNote window.	Ctrl+Alt+D
Undo the last action.	Ctrl+Z
Redo the last action.	Ctrl+Y
Select all items on the current page.	Ctrl+A
NOTE: Press Ctrl+A more than once to increase the scope of the selection	
Cut the selected text or item.	Ctrl+X
Copy the selected text or item to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Move to the beginning of the line.	Home
Move to the end of the line.	End
Move one character to the left.	Left Arrow
Move one character to the right.	Right Arrow
Move one word to the left.	Ctrl+Left Arrow
Move one word to the right.	Ctrl+Right Arrow
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
Check spelling.	F7
Open the thesaurus for the currently selected word.	Shift+F7
Bring up the context menu for any note, tab, or any other object that currently has focus.	Shift+F10
Execute the action suggested on the Information Bar if it appears at the top of a page.	Ctrl+Shift+W

Formatting notes

To do this	Press
Highlight selected text.	Ctrl+Shift+H or Ctrl+Alt+H
Insert a link.	Ctrl+K
Copy the formatting of selected text (Format Painter).	Ctrl+Shift+C
Paste the formatting to selected text (Format Painter).	Ctrl+Shift+V
Open a link.	Enter
NOTE: The cursor must be placed anywhere within the formatted link text.	
Apply or remove bold formatting from the selected text.	Ctrl+B
Apply or remove italic formatting from the selected text.	Ctrl+I
Apply or remove the underline from the selected text.	Ctrl+U
Apply or remove strikethrough from the selected text.	Ctrl+Hyphen
Apply or remove superscript formatting from the selected text.	Ctrl+Shift+=
Apply or remove subscript formatting from the selected text.	Ctrl+=
Apply or remove bulleted list formatting from the selected paragraph.	Ctrl+Period
Apply or remove numbered list formatting from the selected paragraph.	Ctrl+Slash
Apply a Heading 1 style to the current note.	Ctrl+Alt+1
Apply a Heading 2 style to the current note.	Ctrl+Alt+2
Apply a Heading 3 style to the current note.	Ctrl+Alt+3
Apply a Heading 4 style to the current note.	Ctrl+Alt+4
Apply a Heading 5 style to the current note.	Ctrl+Alt+5
Apply a Heading 6 style to the current note.	Ctrl+Alt+6
Apply the Normal style to the current note.	Ctrl+Shift+N
Indent a paragraph from the left.	Alt+Shift+Right Arrow
Remove a paragraph indent from the left.	Alt+Shift+Left Arrow
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+<
Clear all formatting applied to the selected text.	Ctrl+Shift+N
Show or hide rule lines on the current page.	Ctrl+Shift+R

Adding items to a page

To do this	Press
Insert a document or file on the current page.	Alt+N, F
Insert a document or file as a printout on the current page.	Alt+N, O
Show or hide document printouts on the current page (when running OneNote in High Contrast mode).	Alt+Shift+P
Insert a picture from a file.	Alt+N, P
Insert a picture from a scanner or a camera.	Alt+N, S
Insert a screen clipping.	Windows logo key+Shift+S

NOTE: The OneNote icon must be active in the notification area, at the far right of the Windows taskbar.	
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+=
Insert a Euro (€) symbol.	Ctrl+Alt+E
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 at the end cell of a table.	Enter
NOTE: Press Enter a second time to finish the table.	
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).	Enter
Delete the current empty row in a table (when the cursor is at the beginning of the row).	DEL (press twice)

Selecting notes and objects

To do this	Press
Select all items on the current page.	Ctrl+A
Press Ctrl+A more than once to increase the scope of the selection.	
Select to the end of the line.	Shift+End
Select the whole line (when the cursor is at the beginning of the line).	Shift+Down Arrow
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
Move the current paragraph or several selected paragraphs down.	Alt+Shift+Down Arrow
Move the current paragraph or several selected paragraphs left (decreasing the indent).	Alt+Shift+Left Arrow
Move the current paragraph or several selected paragraphs right (increasing the indent).	Alt+Shift+Right Arrow
Select the current paragraph and its subordinate paragraphs.	Ctrl+Shift+Hyphen
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
Move one character to the right.	Right Arrow
Go back to the last page visited.	Alt+Left Arrow
Go forward to the next page visited.	Alt+Right Arrow
Start playback of a selected audio or video recording.	Ctrl+Alt+P or Ctrl+Alt+S

Rewind the current audio or video recording by a few seconds.	Ctrl+Alt+Y
Fast-forward the current audio or video recording by a few seconds.	Ctrl+Alt+U

Tagging 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 a custom 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
Remove all note tags from the selected notes.	Ctrl+0

Using outlines

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

Specifying language settings

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

To do this	Press
Set writing direction left to right.	Ctrl+Left Shift
Set writing direction right to left.	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

Organizing and managing your notebook

Working with pages and side notes

To do this	Press
Enable or disable full page view.	F11
Open a new OneNote window.	Ctrl+M
Open a small OneNote window to create a side note.	Ctrl+Shift+M
Expand or collapse the tabs of a page group.	Ctrl+Shift+*
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
Decrease indent level of the current page tab label.	Ctrl+Alt+[
Increase indent level of the current page tab label.	Ctrl+Alt+]
Create a new subpage below the current page.	Ctrl+Shift+Alt+N
Select all items.	Ctrl+A
Press Ctrl+A several times to increase the scope of the selection.	
Select the current page.	Ctrl+Shift+A If the selected page is part of a group, press Ctrl+A to select all of the pages in the group.
Move the selected page tab up.	Alt+Shift+Up Arrow
Move the selected page tab down.	Alt+Shift+Down Arrow
Move the insertion point to the page title.	Ctrl+Shift+T
Go to the first page in the currently visible set of page tabs.	Alt+PAGE Up
Go to the last page in the currently visible set of page tabs.	Alt+PAGE Down
Scroll up in the current page.	PAGE Up
Scroll down in the current page.	PAGE Down
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
Go to the previous paragraph.	Ctrl+Up Arrow
Go to the next note container.	Alt+Down Arrow
Go to the beginning of the line.	Home
Go to the end of the line.	End
Move one character to the left.	Left Arrow
Move one character to the right.	Right Arrow
Go back to the last page visited.	Alt+Left Arrow
Go forward to the next page visited.	Alt+Right Arrow
Zoom in.	Alt+Ctrl+Plus Sign (on the numeric keypad) or Alt+Ctrl+Shift+Plus Sign

Zoom out.	Alt+Ctrl+Minus Sign (on the numeric keypad) or Alt+Ctrl+Shift+Hyphen
Save changes.	Ctrl+S
NOTE: While OneNote is running, your notes are automatically saved whenever you change them. Manually saving notes is not necessary.	

Working with notebooks and sections

To do this	Press
Open OneNote.	Windows+Shift+N
Open a notebook.	Ctrl+O
Send to OneNote Tool	Windows+N
Create a new section.	Ctrl+T
Open a section.	Ctrl+Alt+Shift+O
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
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
Go to the first page in the currently visible set of page tabs.	Alt+PAGE Up
Go to the last page of the currently visible set of page tabs.	Alt+PAGE Down
Move or copy the current page.	Ctrl+Alt+M
Put focus on the current page tab.	Ctrl+Alt+G
Select the current page tab.	Ctrl+SHIFT+A
Put focus on the current section tab.	Ctrl+Shift+G
Move the current section.	Ctrl+Shift+G, and then Shift+F10, M
Switch to a different notebook on the Navigation bar.	Ctrl+G, then press Down Arrow or Up Arrow keys to select a different notebook, and then press Enter

Searching notes

To do this	Press
Move the insertion point to the Search box to search all notebooks.	Ctrl+E
While searching all notebooks, preview the next result.	Down Arrow
While searching all notebooks, go to the 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 the current page.	Ctrl+F
NOTE: You can switch between searching everywhere and searching only the current page at any point by pressing Ctrl+E or Ctrl+F.	

While searching the current page, move to the next result.	Enter or F3
While searching the current page, move to the previous result.	Shift+F3
Dismiss Search and return to the page.	Esc

Sharing notes

Sharing notes with other people

To do this	Press
Send the selected pages in an e-mail message.	Ctrl+Shift+E

Sharing notes with other programs

To do this	Press
Send the selected pages in an e-mail message.	Ctrl+Shift+E
Create a Today Outlook task from the currently selected note.	Ctrl+Shift+1
Create a Tomorrow Outlook task from the currently selected note.	Ctrl+Shift+2
Create a This Week Outlook task from the currently selected note.	Ctrl+Shift+3
Create a Next Week Outlook task from the currently selected note.	Ctrl+Shift+4
Create a No Date Outlook task from the currently selected note.	Ctrl+Shift+5
Open the selected Outlook task.	Ctrl+Shift+K
Mark the selected Outlook task as complete.	Ctrl+Shift+9
Delete the selected Outlook task.	Ctrl+Shift+0
Sync changes in the current shared notebook.	Shift+F9
Sync changes in all shared notebooks.	F9
Mark the current page as Unread.	Ctrl+Q

Protecting notes

Password-protecting sections

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

