OneNote Keyboard Shortcuts

Windows cheat sheet · 50 shortcuts

The Keyboard Coach
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Basics

Ctrl + M	Open a new OneNote window
Ctrl + P	Print the current page
Ctrl + Shift + W	Perform the action suggested on the Information Bar
F7	Check spelling

Capture

Ctrl + Shift + M	Create a Quick Note
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time

Pages

Ctrl + N	Add a new page
Tab	Indent the current paragraph (Ctrl+Alt+] for pages)
Shift + Tab	Outdent the current paragraph (Ctrl+Alt+[for pages)

Sections

Ctrl + T	Create a new section
Ctrl + Tab	Go to the next section
Ctrl + Shift + Tab	Go to the previous section

Notebooks

Ctrl + O	Open a notebook
Ctrl + S	Synchronize the notebook

Edit

Ctrl + Z	Undo the previous action
Ctrl + Y	Redo the previous action
Ctrl + X	Cut selected text or item
Ctrl + C	Copy selected text or item
Ctrl + V	Paste clipboard contents
Ctrl + Shift + V	Paste text only
Backspace	Delete the previous character
Delete	Delete the next character
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word

Select

Ctrl + A	Select all items on the current page

Format

Ctrl + B	Apply or remove bold formatting
Ctrl + I	Apply or remove italic formatting
Ctrl + U	Apply or remove underline formatting
Ctrl + Alt + H	Highlight selected text
Ctrl + Alt + C	Copy formatting
Ctrl + Alt + V	Paste formatting
Alt + Shift + Right arrow	Indent the current paragraph
Alt + Shift + Left arrow	Remove indent from the current paragraph
Ctrl + Alt + 1	Apply the Heading 1 style
Ctrl + Alt + 2	Apply the Heading 2 style
Ctrl + Alt + 3	Apply the Heading 3 style
Ctrl + Shift + N	Clear all formatting from the selected text
Ctrl + .	Apply or remove a bulleted list
Ctrl + /	Apply or remove a numbered list

Insert

Ctrl + K	Insert a hyperlink

Tags

Ctrl + 1	Apply, select, or clear the To Do tag
Ctrl + 2	Apply the Important tag
Ctrl + 3	Apply the Question tag

Find

Ctrl + E	Search all open notebooks
Ctrl + F	Search the current page

Navigate

Home	Move to the beginning of the line
End	Move to the end of the line
Ctrl + Home	Move to the beginning of the page
Ctrl + End	Move to the end of the page