

OneNote 2010 Shortcuts

Platform: Windows/English

Basic Editing and Formatting	
Skip this section if you know basic shortcuts; these are pretty much the same for all Standard Applications.	
ctrl+z / y	Undo / Redo the last action.
arrow left / arrow right	Move one character to the left / right.
ctrl+arrow left / ctrl+arrow right	Move one word to the left / right.
arrow up / arrow down	Move one line up /down down.
ctrl+arrow down / ctrl+arrow up	Move to the next/ previous paragraph.
home / end	Move to the beginning / end of the line.
ctrl+home / ctrl+end	Scroll to the top/ bottom of the current page.
page up / page down	Scroll up/ down in the current page.
ctrl+backspace / ctrl+delete	Delete one word to the left / right.
ctrl+x / ctrl+c / ctrl+v	Cut/ Copy/ Paste the selected text or item.
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+a	Select all items on the current page.
shift+home / shift+end	Select to the beginning / end of the line.
shift+arrow down	Select the whole line (when the cursor is at the beginning of the line).

Specific OneNote Shortcuts for Selecting, Editing, and Formatting	
ctrl+shift+c / ctrl+shift+v	Copy / Paste the formatting of selected text (new in Outlook 2010)
ctrl+shift+h or ctrl+alt+h	Highlight selected text in yellow.
ctrl+-	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+ /	Apply or remove numbered list formatting from the selected paragraph.
ctrl+alt+1 ... ctrl+alt+6	Apply a Heading 1 - 6 style to the current note.
ctrl+shift+n	Apply the Normal style to the current note.
alt+shift+arrow right / arrow left	Indent a paragraph to the right / remove indent.
ctrl+r / ctrl+l	Right-align / left-align the selected paragraph.
ctrl+shift+; / ctrl+shift+;	Increase / decrease the font size of selected text.
ctrl+shift+n	Clear all formatting applied to the selected text.
shift+f10	Bring up the context menu for any note, tab, or any other object that currently has focus (Simulate right mouse-button).
ctrl+k	Insert a hyperlink.
enter	Open a hyperlink. The cursor must be placed anywhere within the formatted hyperlink text.
ctrl+shift+t	Jump to the title of the page and select it.
esc	Cancel the selected outline or page.

alt+shift+arrow up / alt+shift+arrow down	Move the current paragraph or several selected paragraphs up / down.
alt+shift+arrow left / alt+shift+arrow right	Move the current paragraph or several selected paragraphs left / right (decreasing/ increasing the indent).
ctrl+shift+-	Select the current paragraph and its subordinate paragraphs.
shift+enter	Insert a line break without starting a new paragraph.
ctrl+a	Select all items on the current page. Press ctrl+a more than once to increase the scope of the selection.

Work with the OneNote Window(s)	
ctrl+f1	Show or hide the Ribbon.
ctrl+shift+m	Open a small OneNote window to create a side note.
f11	Turn full-screen view on or off.
ctrl+alt+d	Dock/ Undock OneNote program window to Desktop.
ctrl+m	Open a new OneNote window / replicate window.
win+n	Create a new side note.
ctrl+m	Open a new OneNote window.

Managing Pages, Notebooks and Sections	
ctrl+shift+r	Show or hide rule lines on the current page.
alt+arrow left / alt+arrow right	Go back to the last page / forward to the next page visited.
ctrl+tab / ctrl+shift+tab	Go to the next / previous section.
ctrl+page down / ctrl+page up	Go to the next / previous page in the section.
alt+home / alt+end	Go to the first / last page in the section.
alt+page up / alt+page down	Go to the first / last page in the currently visible set of page tabs.
ctrl+t	Create a new section.
ctrl+o	Open a notebook.
ctrl+alt+shift+o	Open a section.
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 arrow down or arrow up to select, then enter	Switch to a different notebook on the Navigation bar.

Creating and Manipulating OneNote Tables	
tab	Create a table by adding a second column to already typed text. Create another column in a table with a single row.
enter	Create another row when at the end cell of a table. 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).
press del twice	Delete the current empty row in a table (when the cursor is at the beginning of the row).

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Adding Items to a Page	
alt+shift+d	Insert the current date.
alt+shift+f	Insert the current date and time.
alt+shift+t	Insert the current time.
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.
win+s	Insert a screen clipping. The OneNote icon must be active in the notification area on the Windows taskbar.
shift+enter	Insert a line break.

Working with Outlines	
alt+shift+1 ... 9	Show through Level 1 - 9.
alt+shift+0	Expand all levels.
tab / shift+tab	Increase / decrease indent by one level.
alt+shift++	Expand a collapsed outline.
alt+shift+-	Collapse an expanded outline.

Working with and inside Pages / Side Notes	
ctrl+shift+*	Expand or collapse the subordinate 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+[[] / ctrl+shift+[[]	Increase / Decrease the width of the page tabs bar.
ctrl+alt+[[] / ctrl+alt+[[]	Decrease / Increase indent level of the current page tab label.
ctrl+alt+n	Create a new page below the current page tab at the same level.
ctrl+shift+alt+n	Create a new subpage below the current page.
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.)
ctrl+shift+t	Move the insertion point to the page title.
alt+ctrl++ on the numeric keyp or alt+ctrl+shift++	Zoom in.
alt+ctrl+- on the numeric keypad or alt+ctrl+shift+-	Zoom out.
ctrl+alt+arrow up / ctrl+alt+arrow down	Move the insertion point up / down in the current page, or expand the page up.
ctrl+alt+arrow left / ctrl+alt+arrow right	Move the insertion point left / right in the current page, or expand the page to the left / right.
alt+arrow down	Go to the next note container.

Tagging Notes	
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 ... ctrl+9	Apply or clear a custom tag.
ctrl+0	Remove all note tags from the selected notes.

Searching Notes	
ctrl+e	Move the insertion point to the Search box to search all notebooks.
arrow down	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. 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.

Various Other OneNote Shortcuts

Manage Audio and Video in OneNote	
ctrl+alt+p	Start playback of a selected audio or video recording.
ctrl+alt+s	Stop 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.

Special language settings	
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.

Sharing Notes with other People or Programs	
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.

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The Rest	
f7	Check spelling.
shift+f7	Open the thesaurus for the currently selected word.
ctrl+shift+w	Execute the action suggested on the Information Bar if it appears at the top of a page.
ctrl+alt+l	Lock all password-protected sections.