OneNote for the web cheat sheet

Reading view: Navigate the ribbon and panes

Shift + F6	Jump from notebook navigation to browser fields
Tab	Move among ribbon commands
Enter	Execute the currently selected ribbon command
Page Up / Down	Scroll up or down on a page

Reading view: Navigation pane

Ctrl + Page Down	Page forward through the notebook (Internet Explorer)
Ctrl + Page Up	Page backward through the notebook (Internet Explorer)
Alt + Page Up	Go to the first page in a section
Alt + Page Down	Go to the last page in a section
Enter	(on selected section) Expand a section

Editing view: Navigate the ribbon and panes

Ctrl + F6	(then press Tab to put focus on different pages. Press Enter to select a page) Move from current page to the ribbon, and then move among commands.
Ctrl + F6	(then press Tab to focus on different ribbon tabs, Enter) Activate a different ribbon tab
Tab	Move among ribbon commands
Enter	Execute the currently selected ribbon command

Editing view: Navigation pane

Ctrl + Page Down	Page forward through the notebook (Internet Explorer)
Ctrl + Page Up	Page backward through the notebook (Internet Explorer)
Alt + Page Up	Go to the first page in a section
Alt + Page Down	Go to the last page in a section
Ctrl + F6	(then tab to a section, Shift+F10,

	Down Arrow to New Section command, Enter) New section
Alt + Shift + Up arrow / Down arrow	Move current page up or down
Tab then Shift + F10 then Down arrow then Enter	Delete page
Tab then Shift + F10, Down arrow then Enter	Delete section

Editing view: Move insertion point

Tab or Enter	From title area to page
Right arrow	Right one character
Left arrow	Left one character
Ctrl + Right arrow	Right one word
Ctrl + Left arrow	Left one word
Up arrow	Up one line
Down arrow	Down one line
Ctrl + Up arrow	Up one paragraph
Ctrl + Down arrow	Down one paragraph
Home	Beginning of line
End	End of line
Ctrl + Home	Beginning of page (not including title area)
Ctrl + End	End of page
Page Up or Ctrl + A or Tab	(until the title selected) Title area

Editing view: Select content: expand selection

Shift + Right arrow	Right one character
Shift + Left arrow	Left one character
Shift + Ctrl + Right arrow	Right one word
Shift + Ctrl + Left arrow	Left one word
Shift + Up arrow	Up one line
Shift + Down arrow	Down one line
Shift + Ctrl + Up	Up one paragraph

arrow	
Shift + Ctrl + Down arrow	Down one paragraph
Shift + Home	To beginning of paragraph
Shift + End	To end of paragraph
Shift + Ctrl + Home	To beginning of outline
Shift + Ctrl + End	To end of outline
Ctrl + A	(for each level of expansion) Whole paragraph, then outline, then page

Editing view: Edit content

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + K	Insert hyperlink
Ctrl + Z	Undo
Ctrl + Y	Redo
Alt + F7	Move from on misspelled word to another
Ctrl + Shift + F	New outline
Ctrl + A then Ctrl + A then Tab	Move from one outline to another
Ctrl + S	Save changes

Note: While OneNote for the web is running, your notes are automatically saved whenever you change them. Manually saving notes isn't necessary.

Editing view: Tables

Tab	Create a new cell, when positioned in the last cell of the table
Ctrl + Enter	Insert row below
Note:	When a cell, column, or row is selected, alignment applies to the content of the selected cells. When a table is selected, alignment is applied to the table but does not affect alignment within cells.

Editing view: Format text

Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + .	Bulleted list
Ctrl + / or Ctrl + Shift + O	Numbered list
Ctrl + L	Align left
Ctrl + R	Align right
Ctrl + E	Align centered
Alt + Shift + Right arrow	Increase indent
Alt + Shift + Left arrow	Decrease indent

Editing view: Tag notes

Ctrl + 1	To do
Ctrl + 2	Important
Ctrl + 3	Question
Ctrl + 4	Remember for later
Ctrl + 5	Definition
Ctrl + 6	Highlight
Ctrl + 7	Contact
Ctrl + 8	Address
Ctrl + 9	Phone number

Source: OneNote Help

Last modification: 12/2/2021 2:27:31 PM

More information: defkey.com/onenote-for-the-web-shortcuts

Customize this PDF...