

Microsoft OneNote cheat sheet

Frequently used shortcuts

Ctrl + Shift + G	Put the focus on the current section
Ctrl + T	Create a new section
Ctrl + Alt + Shift + N	Create a new sub-page below the current page
Ctrl + Alt + M	Move or copy the current page
Ctrl + Shift + T	Jump to the title of the page and select it
Ctrl + E	Open a search box to search all currently open notebooks
Alt + F1	Show / hide open notebooks

Navigation

Using these keys, you can navigate through OneNote for Windows 10 without using mouse.

F6	Jump between the tab bar, navigation pane, and the page canvas
Enter	Execute the currently selected option
Left arrow / Right arrow	Move between tabs
Alt	Open the ribbon
Alt + D	Open the Draw tab

Format notes

Ctrl + Shift + H	Highlight the selected text
Ctrl + Shift + =	Apply superscript formatting to or remove it from the selected text
Ctrl + .	Apply bulleted list formatting to or remove it from the selected paragraph
Ctrl + Alt + 1	Apply Heading 1 style to the current note
Ctrl + Alt + 2	Apply Heading 2 style to the current note
Ctrl + Shift + >	Increase the font size of selected text
Ctrl + Shift + <	Decrease the font size of selected text

Tag notes

Ctrl + 1	Apply, mark, or clear the To Do tag
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Specify language settings

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

More

If you want to use accessibility options to navigate in OneNote, please refer to this page.

To get started using a screen reader with OneNote, refer to this page.

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More information: defkey.com/windows-10-onenote-shortcuts?filter=basic

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