Microsoft OneNote cheat sheet

Frequently used shortcuts

Ctrl + Shift + G	Put the focus on the current section
Ctrl + Shift + G or Shift + F10	Open the context menu
Ctrl + N	Add a new page at the end of the selected section
Ctrl + O	Open a notebook
Ctrl + G	then press the Down or Up arrow key to select a different notebook, and then press Enter Switch to a different notebook on the Navigation bar
Ctrl + T	Create a new section
Ctrl + Alt + N	Create a new page below the current page tab on the same level
Ctrl + Alt + Shift + N	Create a new sub-page below the current page
F11	Enable or disable the full page view
Ctrl + Alt + G	Put the focus on the current page tab
Ctrl + Alt + M	Move or copy the current page
Ctrl + Shift + A	Select 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
Down arrow	Move to the ribbon on a tab
Left arrow / Right arrow	Move among the options on a ribbon
Enter	Execute the currently selected option
Left arrow / Right arrow	Move between tabs
Shift + Tab	Move between the items on the main menu bar

Alt	Open the ribbon
Alt + H	Open the Home tab
Alt + N	Open the Insert tab
Alt + D	Open the Draw tab
Alt + W	Open the View tab

Narrator

Win + Enter	Activate Narrator in Windows
Caps Lock + Esc	Exit Narrator

Type and edit notes

Ctrl + M	Open a new OneNote window
Ctrl + Shift + M or Win + Alt + N	Create a Quick Note
Ctrl + Alt + D	Dock the OneNote window
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + X	Cut the selected text or item to the Clipboard
Ctrl + C	Copy the selected text or item to the Clipboard
Ctrl + V	Paste the contents of the Clipboard
Home	Move to the beginning of the line
End	Move to the end of the line
Left arrow	Move one character to the left
Right arrow	Move one character to the right
Ctrl + Left arrow	Move one word to the left
Ctrl + Right arrow	Move one word to the right
Backspace	Delete one character to the left
Del	Delete one character to the right
Ctrl + Backspace	Delete one word to the left
Ctrl + Del	Delete one word to the right
Shift + Enter	Insert a line break without starting a new paragraph
Shift + F10 or Context menu key	Open the context menu for the object in focus
Ctrl + Shift + W	Execute the action suggested on the Information Bar if it appears at the top of a page

Format notes

Ctrl + Shift + H	Highlight the selected text
Ctrl + K	Insert a hyperlink
Ctrl + Shift + C	Copy the formatting of the selected text (Format Painter)
Ctrl + Shift + V	Paste the formatting to the selected text (Format Painter)
Enter	Open a hyperlink when the cursor is in the link text. Press the arrow keys to move the cursor to the link text
Ctrl + B	Apply bold formatting to or remove it from the selected text
Ctrl + I	Apply italic formatting to or remove it from the selected text
Ctrl + U	Apply underline to or remove it from the selected text
Ctrl + -	(-) Apply strikethrough to or remove it from the selected text
Ctrl + Shift + =	Apply superscript formatting to or remove it from the selected text
Ctrl + =	Apply subscript formatting to or remove it from the selected text
Ctrl + .	Apply bulleted list formatting to or remove it from the selected paragraph
Ctrl + /	Apply numbered 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 + Alt + 3	Apply Heading 3 style to the current note
Ctrl + Alt + 4	Apply Heading 4 style to the current note
Ctrl + Alt + 5	Apply Heading 5 style to the current note
Ctrl + Alt + 6	Apply Heading 6 style to the current note
Ctrl + Shift + N	Apply Normal style to the current note, clearing all formatting
Alt + Shift + Right arrow	Increase paragraph indent
Tab	(at the beginning of a line) Increase paragraph indent
Alt + Shift + Left arrow	Decrease paragraph indent
Shift + Tab	(at the beginning of a line) Decrease paragraph indent
Ctrl + R	Right-align the selected paragraph
Ctrl + L	Left-align the selected paragraph
Ctrl + Shift + >	Increase the font size of selected text
Ctrl + Shift + <	Decrease the font size of selected text
Ctrl + Shift + R	Show or hide rule lines on the current page

Add items to a page

Win + Shift + S	Copy a screen clipping to the Clipboard (requires the Windows 10 Creators Update)
Alt + Shift + D	Insert the current date
Alt + Shift + F	Insert the current date and time
Alt + Shift + T	Insert the current time
Shift + Enter	Insert a line break
Alt + =	Start a math equation or convert selected text to a math equation
Tab	Create a table by adding a second column to already typed text
Tab	Create another column in a table with a single row
Enter	Create another row when in the last cell in a 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
Enter	Create a row above the current one in a table (when the cursor is at the beginning of any row, except for the first row)
Del	(press twice) Delete the current empty row in a table (when the cursor is at the beginning of the row)

Select notes and objects

Ctrl + A	Select all items on the current page. To expand the selection, keep pressing Ctrl + A
Shift + End	Select from the current cursor position until the end of the line
Shift + Down arrow	Select the whole line (when the cursor is at the beginning of the line)
Ctrl + Shift + T	Jump to the title of the page and select it
Esc	Cancel the selected outline or page
Alt + Shift + Up arrow	Move the current paragraph or several selected paragraphs up
Alt + Shift + Down arrow	Move the current paragraph or several selected paragraphs down
Alt + Shift + Right arrow	Move the current paragraph or several selected paragraphs right (increasing the indent)
Alt + Shift + Left arrow	Move the current paragraph or several selected paragraphs left (decreasing the indent)
Ctrl + Shift + -	Select the current paragraph and its subordinate paragraphs
Del	Delete the selected note or object
Home	Move to the beginning of the line
End	Move to the end of the line
Left arrow	Move one character to the left
Right arrow	Move one character to the right
Alt + Left arrow	Go back to the last visited page
Alt + Right arrow	Go forward to the next visited page
Ctrl + Alt + P	Play selected audio recording
Ctrl + Alt + S	Stop playback of selected audio recording
Ctrl + Alt + A	Start new audio recording
Ctrl + Alt + Y	Rewind the current audio recording by 10 seconds
Ctrl + Alt + T	Rewind the current audio recording by 5 minutes
Ctrl + Alt + U	Fast-forward the current audio recording by 10 seconds
Ctrl + Alt + I	Fast-forward the current audio recording by 5 minutes

Tag 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	Apply or clear the Highlight tag
Ctrl + 7	Apply or clear the Contact tag
Ctrl + 8	Apply or clear the Address tag
Ctrl + 9	Apply or clear the Phone Number tag
Ctrl + 0	Remove all note tags from the selected notes

Use outlines

Alt + Shift + 1	Show through Level 1
Alt + Shift + 2	Expand to Level 2
Alt + Shift + 3	Expand to Level 3
Alt + Shift + 4	Expand to Level 4
Alt + Shift + 5	Expand to Level 5
Alt + Shift + 6	Expand to Level 6
Alt + Shift + 7	Expand to Level 7
Alt + Shift + 8	Expand to Level 8
Alt + Shift + 9	Expand to Level 9
Alt + Shift + 0	Expand all levels
Tab	Increase indent by one level
Shift + Tab	Decrease indent by one level
Alt + Shift + +	Expand a collapsed outline
Alt + Shift + -	Collapse an expanded outline

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.

Ctrl + Left Shift	Set left-to-right writing direction
Ctrl + Right Shift	Set right-to-left writing direction
Tab	Increase indent by one level in right-to-left text
Shift + Tab	Decrease indent by one level in

right-to-left text

Work with pages and Quick Notes

F11	Enable or disable full page view
Ctrl + M	Open a new OneNote window
Ctrl + Shift + *	Expand or collapse the 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 + [	Increase the width of the page tabs bar
Ctrl + Shift +]	Decrease the width of the page tabs bar
Ctrl + Alt + N	Create a new page below the current page tab at the same level
Ctrl + Alt + Shift + N	Create a new sub-page below the current page
Ctrl + A	Select all items. To expand the selection, keep pressing Ctrl + A
Ctrl + Alt + G	Select the current page
Alt + Shift + Up arrow	Move the selected page tab up
Alt + Shift + Down arrow	Move the selected page tab down
Ctrl + Shift + T	Move the cursor to the page title
Page Up	Scroll up on the current page
Page Down	Scroll down on the current page
Ctrl + Home	Scroll to the top of the current page
Ctrl + End	Scroll to the bottom of the current page
Ctrl + Down arrow	Go to the next paragraph
Ctrl + Up arrow	Go to the previous paragraph
Alt + Down arrow	Go to the next note container
Home	Go to the beginning of the line
End	Go to the end of the line
Left arrow	Move one character to the left
Right arrow	Move one character to the right
Alt + Left arrow	Go back to the last visited page
Alt + Right arrow	Go forward to the next visited page
Ctrl + Alt + + or Ctrl + Alt + Shift + +	(+ on the numeric keypad) Zoom in
Ctrl + Alt + - or Ctrl + Alt + Shift + -	(– on the numeric keypad) Zoom out
Ctrl + S	Save changes and sync notebook

Not: OneNote çalışırken, notlarınız her değiştirildiğinde otomatik olarak kaydedilir. Notları elle kaydetmek gerekmez.

Work with notebooks and sections

Ctrl + O	Open a notebook
Ctrl + T	Create a new section
Ctrl + Tab	Go to the next section
Ctrl + Shift + Tab	Go to the previous section
Ctrl + Page Down	Go to the next page in the section
Ctrl + Page Up	Go to the previous page in the section
Alt + Home	Go to the first page in the section
Alt + End	Go to the last page in the section
Ctrl + Alt + M	Move or copy the current page
Ctrl + Alt + G	Put focus on the current page tab
Ctrl + Shift + G	Put focus on the current section tab
Ctrl + G	then press the Down or Up arrow keys to select a different notebook, and then press Enter Switch to a different notebook on the Navigation bar
Ctrl + Shift + G or Shift + F10	Open the context menu of the current section

Search notes

Ctrl + E or Ctrl + F	Open a search box to search all currently open notebooks
Down arrow	While searching all notebooks, preview the next result
Enter	While searching all notebooks, go to the selected result
Press Ctrl+E, Tab, Tab, Down arrow to change the search scope	
Esc	Dismiss Search and return to the page

Share notes with other people

Ctrl + Shift + E	Open the Share pane
Ctrl + Shift + E	then press Tab, Tab, Enter to create a sharing link for the current page
Ctrl + Shift + E	then Tab, Down arrow, Down arrow to share the current notebook
Ctrl + Shift + E	then Enter to send a copy of the page via another app

Share notes with other programs

Ctrl + Shift + E	then Enter to send a copy of the current page via another app
Ctrl + S or Shift + F9	Sync current notebook
F9	Sync all notebooks
Ctrl + Q	Mark the current page as read or unread

Protect notes

Ctrl + Alt + L	Lock all password-protected sections

More

Ctrl + Alt + 7	Give feedback to Microsoft

If you want o 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.

Last modification: 6/22/2021 7:56:56 AM

More information: defkey.com/windows-10-onenote-shortcuts

Customize this PDF...