

Microsoft OneNote Power-User Keyboard Shortcuts

Typing Notes

Action	Shortcut
Select the text in a note	Shift+Left or Right Arrows
Select the current line in a note	Ctrl+A
Select the current note	Ctrl+A (x 2)
Select everything on the active page	Ctrl+A (x 3)
Cut the selected text	Ctrl+X
Copy the selected text	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Insert the current date	Alt+Shift+D
Insert the current time	Alt+Shift+T
Insert the current date and time	Alt+Shift+F

Formatting a Note's Text

After using the above shortcuts to select text in a note, use these keyboard shortcuts to apply formatting.

Action	Shortcut
Make selected text bold	Ctrl+B
Make selected text italic	Ctrl+I
Underline selected text	Ctrl+U
Add strikethrough to selected text	Ctrl+-
Increase selected text's font size	Ctrl+Shift+.
Decrease selected text's font size	Ctrl+Shift+,
Highlight current line of text in yellow (or remove the yellow highlight)	Ctrl+4
Highlight current line of text in green (or remove the green highlight)	Ctrl+5
Start or end a bulleted list	Ctrl+.
Start or end a numbered list	Ctrl+?
Left-align current paragraph	Ctrl+L
Right-align current paragraph	Ctrl+R
Copy selected text's formatting	Ctrl+Shift+C
Paste text formatting	Ctrl+Shift+V
Apply heading styles 1 to 6	Ctrl+Alt+[No.]

Working With OneNote Tables

Action	Shortcut
Turn the active note into a table, with the cursor placed where you want the column break to be	Tab
Create a table	Alt > N > T > Arrows > Enter
Insert new row below the current row	Ctrl+Enter
Insert new column to the right of the current column	Ctrl+Alt+R
Select cells in a table	Shift+Arrows
Select text in a cell	Ctrl+A
Select a whole cell	Ctrl+A (x 2)
Select the whole row of cells	Ctrl+A (x 3)
Select the whole table	Ctrl+A (x 4)
Delete a table row	Ctrl+A (x 3) > Delete
Delete a whole table	Ctrl+A four times > Delete

Applying and Removing OneNote Tags

To apply a tag, make sure your cursor is in the relevant text, and use the following keyboard shortcuts.

Action	Shortcut
Apply, check, uncheck, or clear the "To Do" tag and checkbox	Ctrl+1
Apply or clear the "Important" tag	Ctrl+2
Apply or clear the "Question" tag	Ctrl+3
Apply or clear the "Highlight" tag	Ctrl+6
Apply or clear the "Contact" tag	Ctrl+7
Apply or clear the "Address" tag	Ctrl+8
Apply or clear the "Phone Number" tag	Ctrl+9
Remove tags from the current line of text	Ctrl+0

Organizing and Navigating OneNote Pages, Subpages, and Sections

Action	Shortcut
Create a new page	Ctrl+N
Create a new page or subpage after the active page or subpage	Ctrl+Alt+N
Create a new subpage	Ctrl+Shift+Alt+N
Promote a subpage to a page	Ctrl+Alt+{
Demote a page to a subpage	Ctrl+Alt+}
Create a new section	Ctrl+T
Jump to the next or previous note on a page	Alt+Down or Alt+Up
Jump to the previous page in a section	Ctrl+Page Up
Jump to the next page in a section	Ctrl+Page Down
Jump to the first page in the current section	Alt+Home
Jump to the last page in the current section	Alt+End
Jump to the last page you viewed	Alt+Left
Jump to the active page's title	Ctrl+Shift+T
Jump between OneNote's interface areas and menus	F6
Open a small OneNote window to create a side note	Ctrl+Shift+M

Other Useful OneNote Keyboard Shortcuts

Action	Shortcut
Add a hyperlink	Ctrl+K
Open a selected hyperlink	Ctrl+Enter
Launch the search bar	Ctrl+E
Share the active page via Outlook email	Ctrl+Shift+E
Show or hide the ruler lines	Ctrl+Shift+R
Open or close full-screen mode	F11
Open Editor to review the notes for spelling and grammar	F7