

ONENOTE 2016 KEYBOARD SHORTCUTS

To Do This Press	Press
<i>Typing and editing notes</i>	
Open a new OneNote window.	Ctrl+M
Open a small OneNote window to create a side note.	Ctrl+Shift+M or Windows+Alt+N
Dock the OneNote window.	Ctrl+Alt+D
Undo the last action.	Ctrl+Z
Redo the last action.	Ctrl+Y
Select all items on the current page.	
Note: Press Ctrl+A more than once to increase the scope of the selection.	Ctrl+A
Cut the selected text or item.	Ctrl+X
Copy the selected text or item to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Move to the beginning of the line.	Home
Move to the end of the line.	End
Move one character to the left.	Left Arrow
Move one character to the right.	Right Arrow

Move one word to the left.	Ctrl+Left Arrow
Move one word to the right.	Ctrl+Right Arrow
Delete one character to the left.	Backspace
Delete one character to the right.	Delete
Delete one word to the left.	Ctrl+Backspace
Delete one word to the right.	Ctrl+Delete
Insert a line break without starting a new paragraph.	Shift+Enter
Check spelling.	F7
Open the thesaurus for the currently selected word.	Shift+F7
Bring up the context menu for any note, tab, or any other object that currently has focus.	Shift+F10
Execute the action suggested on the Information Bar if it appears at the top of a page.	Ctrl+Shift+W

Formatting notes

Highlight selected text.	Ctrl+Shift+H or Ctrl+Alt+H
Insert a link.	Ctrl+K
Copy the formatting of selected text (Format Painter).	Ctrl+Shift+C

Paste the formatting to selected text
(Format Painter).