



Common Keyboard Shortcuts

Ctrl + M	Open a new OneNote Window
Ctrl/Cmd + Z	Undo the last action
Ctrl/Cmd + Y	Redo the last action
Ctrl/Cmd + A	Select all the items on a current page (to expand the selection, press the keys again)
Ctrl/Cmd + X	Cut the selected text or item
Ctrl/Cmd + C	Copy the selected text or item to the clipboard
Ctrl/Cmd + V	Paste the contents of the clipboard
Ctrl/Cmd + K	Insert a hyperlink
Ctrl/Cmd + B	Apply or remove bold formatting
Ctrl/Cmd + I	Apply or remove italics formatting
Ctrl/Cmd + U	Apply or remove underline formatting
Ctrl/Cmd + Alt/Option + 1...6	Apply heading style from 1 to 6 of the current note
Ctrl/Cmd + Period	Begin a bulleted list
Ctrl/Cmd + /	Begin a numbered (sorted) list
Ctrl/Cmd + Shift + N	Clear all the formatting applied to the selected text
Ctrl/Cmd + L	Left-align the selected paragraph
Ctrl/Cmd + R	Right-align the selected paragraph
Ctrl/Cmd + O	Open a OneNote notebook
Ctrl/Cmd + T	Create a new section
Ctrl/Cmd + N	Create a new notebook page
Ctrl + Shift + G	Move keyboard focus to the section list
Ctrl + G	View the list of notebooks
Ctrl/Cmd + Shift + T	Select the page title
Ctrl/Cmd + P	Print the current page
Page Up	Scroll up in the current page
Page Down	Scroll down in the current page
Tab	Increase the indent by one level
Shift + Tab	Decrease the indent by one level
Ctrl/Cmd + 1	Mark or clear the To Do tag
Ctrl/Cmd + 2, 3, 4, and 5	Mark or clear the Important, Question, Remember for Later, and Definition tag
Tab key, after typing a new line of text	Create a table
Tab key	Create another column in a table with a single row
Enter/Return	Create another row when at the end cell of a table
Ctrl/Cmd + Enter/Return	Insert a row below the current row in a table
Alt/Option + Enter/Return	Create another paragraph in the same cell in a table
Shift + Enter/Return	Insert a line break
Ctrl/Cmd + S	Synchronize the current notebook
Ctrl/Cmd + Alt/Option + L	Lock all password-protected sections

Windows Specific Shortcuts

Home / End	Move to the beginning or end of the line
Ctrl + Left / Right arrow key	Move one word to the left or right
Backspace / Delete	Delete one character to the left or right
Ctrl + Backspace / Delete	Delete one word to the left or right
Ctrl + Down / Up key	Go the next or previous paragraph
Alt + Shift + Right / Left arrow key	Increase or decrease the paragraph indent
Alt + Shift + Up / Down key	Move the selected paragraph up or down
Ctrl + Shift + H	Highlight the selected text
Ctrl + Shift + C / V	Copy or Paste the formatting of the selected text
Ctrl + Hyphen (-)	Apply or remove strikethrough formatting
Ctrl + Shift + Equals sign (=)	Apply or remove superscript formatting
Ctrl + Equals sign (=)	Apply or remove subscript formatting
Alt + Equals sign (=)	Start a math equation or convert the selected text to math equation
Windows logo key + Period	Insert emoji or symbol
Alt + Shift + Plus sign (+) / Minus sign (-)	Expand or collapse an outline (you can selectively expand or collapse the outline at each level)
Ctrl + Alt + Shift + N	Create a new subpage below the current page
Ctrl + Alt + M	Move or Copy page to another location
Ctrl + Alt + G	Move keyboard focus to the page list
Up or Down key / Ctrl + Page Up or Down	After moving keyboard focus to the page list, press these keys to switch between pages
Ctrl + Tab	Go the next section
Ctrl + Shift + Tab	Go to the previous section
Alt + Shift + Up / Down key	Move the selected page tab up or down
Ctrl + Home / End	Scroll to the top or bottom of the current page
Ctrl + Alt + Shift + Plus sign (+) / Minus sign (-)	Zoom in or out
Ctrl + Alt + A / S	Create or Stop the recording
Ctrl + Alt + P	Play the selected audio recording
Alt + Shift + D	Insert the current date
Alt + Shift + F	Insert the current date and time
Ctrl + Alt + R	Create a column to the right of the current column in a table
Ctrl + E	Open a search to search all currently opened notebooks
F9	Synchronize all notebooks
F6	Jump between the tab bar, navigation pane, and the page canvas
Left or Right arrow keys	Move between the tabs on a ribbon (Home, Insert, Draw, and more)
Spacebar or Enter	Perform the currently selected ribbon command (when the selection is over Navigation button, press Spacebar to enlarge the OneNote canvas)
Alt + Down arrow key	Go to the next note container
Ctrl + Shift + M	Insert the author name and last modified time stamp
Windows logo key + Shift + S	Copy a screen clipping to the clipboard

macOS Specific Shortcuts

Cmd + Left / Right arrow key	Move to the beginning or end of the line
Option + Left / Right arrow key	Move one word to the left or right
Delete / Fn + Delete	Delete one character to the left or right
Option + Backspace / Delete	Delete one word to the left or right
Option + Down / Up key	Go to the next or previous paragraph
Cmd +] / [Increase or decrease the paragraph indent
Option + Cmd + Up / Down	Move the selected paragraphs up or down
Ctrl + Cmd + H	Highlight the selected text
Option + Cmd + C / V	Copy or Paste the formatting of the selected text
Ctrl + Cmd + Hyphen (-)	Apply or remove strikethrough formatting
Option + Shift + Cmd + Equals sign (=)	Apply or remove superscript formatting
Option + Cmd + Equals sign (=)	Apply or remove subscript formatting
Ctrl + Equals sign (=)	Start a math equation or convert the selected text to math equation
Ctrl + Cmd + Spacebar	Insert emoji or symbols
Ctrl + Shift + Plus sign (+) / Minus sign (-)	Expand or collapse the outline (you can selectively expand or collapse outline at each level)
Cmd + N then Option + Cmd +]	Create a new subpage below the current page
Cmd + Shift + C / M	Copy or Move page to another location
Ctrl + Cmd + G	Move keyboard focus to the page list
Up or Down key / Cmd + Page Up or Down	After moving keyboard focus to the page list, press these keys to switch between pages
Cmd + Shift + }	Go to the next section
Cmd + Shift + {	Go to the previous section
Cmd + Option + Up / Down key	Move the selected page tab up or down
Cmd + Up / Down	Scroll to the top or bottom of the current page
Cmd + Plus sign (+) / Minus sign (-)	Zoom in or out
Option + Shift + Cmd + R / S	Create or Stop the recording
Option + Shift + Cmd + P	Play the selected audio recording
Cmd + D	Insert the current date
Cmd + Shift + D	Insert the current date and time
Ctrl + Cmd + L / R	Create a column to the left or right of the current column in a table
Cmd + Option + F	Open a search to search all currently opened notebooks
Shift + Cmd + S	Synchronize all notebooks
F6	Jump between the tab bar, navigation pane, and the page canvas (enable F1, F2 as standard function keys in System Preferences)
Tab	Move between the tabs on a ribbon
Spacebar	Perform the currently selected ribbon command (when the selection is over Navigation button, press Spacebar to enlarge the OneNote canvas)
Press Fn Twice	Start dictation
Ctrl + Option + Cmd + L	Use Smart Lookup