Taking and formatting notes

Typing and editing notes

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| **To do this** | **Press** |
| Open a new OneNote window. | CTRL+M |
| Open a small OneNote window to create a side note.  | CTRL+SHIFT+M |
| 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

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| **To do this** | **Press** |
| Highlight selected text in yellow. | CTRL+SHIFT+Hor CTRL+ALT+H |
| Insert a hyperlink. | CTRL+K |
| Copy the formatting of selected text (Format Painter). | CTRL+SHIFT+C |
| Paste the formatting to selected text (Format Painter). | CTRL+SHIFT+V |
| Open a hyperlink. Note The cursor must be placed anywhere within the formatted hyperlink text. | ENTER |
| Apply or remove bold formatting from the selected text. | CTRL+B |
| Apply or remove italic formatting from the selected text. | CTRL+I |
| Apply or remove the underline from the selected text. | CTRL+U |
| Apply or remove strikethrough from the selected text. | CTRL+HYPHEN |
| Apply or remove superscript formatting from the selected text. | CTRL+SHIFT+= |
| Apply or remove subscript formatting from the selected text. | CTRL+= |
| Apply or remove bulleted list formatting from the selected paragraph. | CTRL+PERIOD |
| Apply or remove numbered list formatting from the selected paragraph. | CTRL+SLASH |
| Apply a Heading 1 style to the current note. | CTRL+ALT+1 |
| Apply a Heading 2 style to the current note. | CTRL+ALT+2 |
| Apply a Heading 3 style to the current note. | CTRL+ALT+3 |
| Apply a Heading 4 style to the current note. | CTRL+ALT+4 |
| Apply a Heading 5 style to the current note. | CTRL+ALT+5 |
| Apply a Heading 6 style to the current note. | CTRL+ALT+6 |
| Apply the Normal style to the current note. | CTRL+SHIFT+N |
| Indent a paragraph from the left. | ALT+SHIFT+RIGHT ARROW |
| Remove a paragraph indent from the left. | ALT+SHIFT+LEFT ARROW |
| Right-align the selected paragraph. | CTRL+R |
| Left-align the selected paragraph. | CTRL+L |
| Increase the font size of selected text. | CTRL+SHIFT+> |
| Decrease the font size of selected text. | CTRL+SHIFT+< |
| Clear all formatting applied to the selected text. | CTRL+SHIFT+N |
| Show or hide rule lines on the current page. | CTRL+SHIFT+R |

Adding items to a page

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| **To do this** | **Press** |
| Insert a document or file on the current page. | ALT+N, F |
| Insert a document or file as a printout on the current page. | ALT+N, O |
| Show or hide document printouts on the current page (when running OneNote in High Contrast mode). | ALT+SHIFT+P |
| Insert a picture from a file. | ALT+N, P |
| Insert a picture from a scanner or a camera. | ALT+N, S |
| Insert a screen clipping. Note The OneNote icon must be active in the notification area, at the far right of the Windows taskbar. | Windows logo key+S |
| Insert the current date. | ALT+SHIFT+D |
| Insert the current date and time. | ALT+SHIFT+F |
| Insert the current time. | ALT+SHIFT+T |
| Insert a line break. | SHIFT+ENTER |
| Start a math equation or convert selected text to a math equation. | ALT+= |
| Create a table by adding a second column to already typed text. | TAB |
| Create another column in a table with a single row. | TAB |
| Create another row when at the end cell of a table. Note Press ENTER a second time to finish the table. | ENTER |
| Create a row below the current row in a table. | CTRL+ENTER |
| Create another paragraph in the same cell in a table. | ALT+ENTER |
| Create a column to the right of the current column in a table. | CTRL+ALT+R |
| Create a column to the left of the current column in a table. | CTRL+ALT+E |
| Create a row above the current one in a table (when the cursor is at the beginning of any row). | ENTER |
| Delete the current empty row in a table (when the cursor is at the beginning of the row). | DEL (press twice) |

Selecting notes and objects

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| **To do this** | **Press** |
| Select all items on the current page. Note Press CTRL+A more than once to increase the scope of the selection. | CTRL+A |
| Select to the end of the line. | SHIFT+END |
| Select the whole line (when the cursor is at the beginning of the line). | SHIFT+DOWN ARROW |
| Jump to the title of the page and select it. | CTRL+SHIFT+T |
| Cancel the selected outline or page. | ESC |
| Move the current paragraph or several selected paragraphs up. | ALT+SHIFT+UP ARROW |
| Move the current paragraph or several selected paragraphs down. | ALT+SHIFT+DOWN ARROW |
| Move the current paragraph or several selected paragraphs left (decreasing the indent). | ALT+SHIFT+LEFT ARROW |
| Move the current paragraph or several selected paragraphs right (increasing the indent). | ALT+SHIFT+RIGHT ARROW |
| Select the current paragraph and its subordinate paragraphs. | CTRL+SHIFT+HYPHEN |
| Delete the selected note or object. | DELETE |
| 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 |
| Go back to the last page visited. | ALT+LEFT ARROW |
| Go forward to the next page visited. | ALT+RIGHT ARROW |
| Start playback of a selected audio or video recording. | CTRL+ALT+P |
| Start playback of a selected audio or video recording. | CTRL+ALT+S |
| Rewind the current audio or video recording by a few seconds. | CTRL+ALT+Y |
| Fast-forward the current audio or video recording by a few seconds. | CTRL+ALT+U |

Tagging notes

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| **To do this** | **Press** |
| Apply, mark, or clear the To Do tag. | CTRL+1 |
| Apply or clear the Important tag. | CTRL+2 |
| Apply or clear the Question tag. | CTRL+3 |
| Apply or clear the Remember for later tag. | CTRL+4 |
| Apply or clear the Definition tag. | CTRL+5 |
| Apply or clear a custom tag. | CTRL+6 |
| Apply or clear a custom tag. | CTRL+7 |
| Apply or clear a custom tag. | CTRL+8 |
| Apply or clear a custom tag. | CTRL+9 |
| Remove all note tags from the selected notes. | CTRL+0 |

Using outlines

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| **To do this** | **Press** |
| Show through Level 1. | ALT+SHIFT+1 |
| Expand to Level 2. | ALT+SHIFT+2 |
| Expand to Level 3. | ALT+SHIFT+3 |
| Expand to Level 4. | ALT+SHIFT+4 |
| Expand to Level 5. | ALT+SHIFT+5 |
| Expand to Level 6. | ALT+SHIFT+6 |
| Expand to Level 7. | ALT+SHIFT+7 |
| Expand to Level 8. | ALT+SHIFT+8 |
| Expand to Level 9. | ALT+SHIFT+9 |
| Expand all levels. | ALT+SHIFT+0 |
| Increase indent by one level. | TAB |
| Decrease indent by one level. | SHIFT+TAB |
| Expand a collapsed outline. | ALT+SHIFT+PLUS SIGN |
| Collapse an expanded outline. | ALT+SHIFT+MINUS SIGN |

Specifying language settings

Note To change the writing direction for your notes, you must first enable right-to-left languages in the **Microsoft Office 2010 Language Preferences** tool.

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| **To do this** | **Press** |
| Set writing direction left to right. | CTRL+LEFT SHIFT |
| Set writing direction right to left. | CTRL+RIGHT SHIFT |
| Increase indent by one level in right-to-left text. | TAB |
| Decrease indent by one level in right-to-left text. | SHIFT+TAB |

Top of Page

Organizing and managing your notebook

Working with pages and side notes

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| **To do this** | **Press** |
| Enable or disable full page view. | F11 |
| Open a new OneNote window. | CTRL+M |
| Open a small OneNote window to create a side note. | CTRL+SHIFT+M |
| Expand or collapse the tabs of a page group. | CTRL+SHIFT+\* |
| Print the current page. | CTRL+P |
| Add a new page at the end of the selected section. | CTRL+N |
| Increase the width of the page tabs bar. | CTRL+SHIFT+[ |
| Decrease the width of the page tabs bar. | CTRL+SHIFT+] |
| Create a new page below the current page tab at the same level. | CTRL+ALT+N |
| Decrease indent level of the current page tab label. | CTRL+ALT+[ |
| Increase indent level of the current page tab label. | CTRL+ALT+] |
| Create a new subpage below the current page. | CTRL+SHIFT+ALT+N |
| Select all items. Note Press CTRL+A several times to increase the scope of the selection. | CTRL+A |
| Select the current page. | CTRL+SHIFT+AIf the selected page is part of a group, press CTRL+A to select all of the pages in the group.  |
| Move the selected page tab up. | ALT+SHIFT+UP ARROW |
| Move the selected page tab down. | ALT+SHIFT+DOWN ARROW |
| Move the insertion point to the page title. | CTRL+SHIFT+T |
| Go to the first page in the currently visible set of page tabs. | ALT+PAGE UP |
| Go to the last page in the currently visible set of page tabs. | ALT+PAGE DOWN |
| Scroll up in the current page. | PAGE UP |
| Scroll down in the current page. | PAGE DOWN |
| Scroll to the top of the current page. | CTRL+HOME |
| Scroll to the bottom of the current page. | CTRL+END |
| Go to the next paragraph. | CTRL+DOWN ARROW |
| Go to the previous paragraph. | CTRL+UP ARROW |
| Move the insertion point up in the current page, or expand the page up. | CTRL+ALT+UP ARROW |
| Move the insertion point down in the current page, or expand the page down. | CTRL+ALT+DOWN ARROW |
| Move the insertion point left in the current page, or expand the page to the left. | CTRL+ALT+LEFT ARROW |
| Move the insertion point right in the current page, or expand the page to the right. | CTRL+ALT+RIGHT ARROW |
| Go to the next note container. | ALT+DOWN ARROW |
| Go to the beginning of the line. | HOME |
| Go to the end of the line. | END |
| Move one character to the left. | LEFT ARROW |
| Move one character to the right. | RIGHT ARROW |
| Go back to the last page visited. | ALT+LEFT ARROW |
| Go forward to the next page visited. | ALT+RIGHT ARROW |
| Zoom in. | ALT+CTRL+PLUS SIGN (on the numeric keypad) –OR–ALT+CTRL+SHIFT+PLUS SIGN |
| Zoom out. | ALT+CTRL+MINUS SIGN (on the numeric keypad) –OR–ALT+CTRL+SHIFT+HYPHEN  |
| Save changes. Note While OneNote is running, your notes are automatically saved whenever you change them. Manually saving notes is not necessary. | CTRL+S |

Working with notebooks and sections

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| **To do this** | **Press** |
| Create a new section. | CTRL+T |
| Open a notebook. | CTRL+O |
| Open a section. | CTRL+ALT+SHIFT+O |
| Go to the next section. | CTRL+TAB |
| Go to the previous section. | CTRL+SHIFT+TAB |
| Go to the next page in the section. | CTRL+PAGE DOWN |
| Go to the previous page in the section. | CTRL+PAGE UP |
| Go to the first page in the section. | ALT+HOME |
| Go to the last page in the section. | ALT+END |
| Go to the first page in the currently visible set of page tabs. | ALT+PAGE UP |
| Go to the last page of the currently visible set of page tabs. | ALT+PAGE DOWN |
| Move or copy the current page. | CTRL+ALT+M |
| Put focus on the current page tab. | CTRL+ALT+G |
| Select the current page tab. | CTRL+SHFT+A |
| Put focus on the current section tab. | CTRL+SHIFT+G |
| Move the current section. | CTRL+SHIFT+G, SHIFT+F10, M |
| Switch to a different notebook on the Navigation bar. | CTRL+G, then press DOWN ARROW or UP ARROW keys to select a different notebook, and then press ENTER |

Searching notes

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| **To do this** | **Press** |
| Move the insertion point to the **Search** box to search all notebooks. | CTRL+E |
| While searching all notebooks, preview the next result. | DOWN ARROW |
| While searching all notebooks, go to the selected result and dismiss Search. | ENTER |
| Change the search scope. | CTRL+E, TAB, SPACE |
| Open the Search Results pane. | ALT+O after searching |
| Search only the current page. Note You can switch between searching everywhere and searching only the current page at any point by pressing CRTL+E or CTRL+F. | CTRL+F |
| While searching the current page, move to the next result. | ENTER or F3 |
| While searching the current page, move to the previous result. | SHFT+F3 |
| Dismiss Search and return to the page. | ESC |

Top of Page

Sharing notes

Sharing notes with other people

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| **To do this** | **Press** |
| Send the selected pages in an e-mail message. | CTRL+SHIFT+E |

Sharing notes with other programs

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| **To do this** | **Press** |
| Send the selected pages in an e-mail message. | CTRL+SHIFT+E |
| Create a **Today** Outlook task from the currently selected note. | CTRL+SHIFT+1 |
| Create a **Tomorrow** Outlook task from the currently selected note. | CTRL+SHIFT+2 |
| Create a **This Week** Outlook task from the currently selected note. | CTRL+SHIFT+3 |
| Create a **Next Week** Outlook task from the currently selected note. | CTRL+SHIFT+4 |
| Create a **No Date** Outlook task from the currently selected note. | CTRL+SHIFT+5 |
| Open the selected Outlook task. | CTRL+SHIFT+K  |
| Mark the selected Outlook task as complete. | CTRL+SHIFT+9 |
| Delete the selected Outlook task.  | CTRL+SHIFT+0 |
| Sync changes in the current shared notebook. | SHIFT+F9 |
| Sync changes in all shared notebooks. | F9 |
| Mark the current page as Unread. | CTRL+Q |

Top of Page

Protecting notes

Password-protecting sections

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| **To do this** | **Press** |
| Lock all password-protected sections. | CTRL+ALT+L |