

### Creating Pages, Notebooks & Sections

Ctrl+M	Create a new Onenote window
Ctrl+Shift+M	Create a small Onenote window for side notes
Win+N	Create a new side note
Ctrl+Alt+N	Create a new page below current page tab at the same level
Ctrl+Shift+Alt+N	Create a new subpage below current page
Ctrl+T	Create a new section (Tab)
Ctrl+Shift+T	Change Title of page

### Inserting

Shift+Enter	Insert a line break without creating a new paragraph
Ctrl+K	Insert a hyperlin <b>K</b>
Alt+Shift+D	Insert current <b>D</b> ate
Alt+Shift+T	Insert current <b>T</b> ime
Alt+Shift+F	Insert current Date and Time
Alt+N, F	Insert a <b>F</b> ile on current page
Alt+N, O	Insert a print <b>O</b> ut on current page
Alt+N, P	Insert a <b>P</b> icture on current page
Alt+N, S	Insert a picture from <b>S</b> canner or camera
Win+S	Insert screen clipping

### Format

Ctrl+Shift+N	Apply <b>N</b> ormal style
Ctrl+Alt+n	Apply Style number <i>n</i> with <i>n</i> between 1 and 6
Alt+Shift+ ← →	Outdent Indent paragraph
Alt+Shit+ ↑ ↓	Move selection up down
Ctrl+L R	Align Left Right
Ctrl+1	Apply, Mark, Clear <b>T</b> odo tag
Ctrl+2	Apply or clear <b>I</b> mportant tag
Ctrl+3	Apply or clear <b>Q</b> uestion tag
Ctrl+4	Apply or clear <b>R</b> emember for later tag
Ctrl+5	Apply or clear <b>D</b> efinition tag
Ctrl+n	With <i>n</i> =[6..9], Apply or clear custom tag
Ctrl+0	Remove every tags
Ctrl+Shift+H	Highlight selected text
Ctrl+Shift+> <	Increase / Decrease font size of selected text

### Tables

Tab	Create a table by adding a second column to already typed text, Create another column
Enter	Creates a new row (press 2*Enter at the end of table to exit)
Ctrl+Enter	Create a row below current row
Alt+Enter	Create a new paragraph in same cell
Ctrl+Alt+R	Create a column to the right of current cell
Ctrl+Alt+E	Create a column to the left of current cell
Delete, Delete	Delete current empty row

### Move in Onenote

Ctrl+ ← →	Move one word left right
Ctrl+ ↓ ↑	Move one paragraph down up
Home End	Move to beginning End of the line
Ctrl+Home End	Move to beginning End of the page
Ctrl+G	Move focus to Notebook area, continue with ↑ ↓, Esc to cancel
Ctrl+Shift+G	Move focus to Section area, continue with ↑ ↓, Esc to cancel
Ctrl+Alt+G	Move focus to Pages area, continue with ↑ ↓, Esc to cancel
Ctrl+E	Go to search box (Tab, Space to change scope)
Alt+O	After searching, go to results pane

### Show, resize, fold/unfold

Ctrl+Shift+R	Show or hide <b>R</b> uler lines on current page
Ctrl+Shift+[ ]	Increase Decrease width of current page
Ctrl+Shift+Alt+[ ]	Increase Decrease width of sections tab
Alt+F1	Show/Hide section tab
Ctrl+Shift+Alt+ +  -	Zoom in out
Ctrl+F1	Show or hide office ribbon
F11	Toggle full-screen view
Alt+Shift+n	with <i>n</i> =[1..9], Show level 1 through 9
Alt+Shift+0	Expand all levels
Shift+F10	Show context menu



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Published 10th March, 2021.  
Last updated 10th March, 2021.  
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