



Microsoft OneNote Keyboard Shortcuts

- ▶ F1 Open OneNote Help
- ▶ Ctrl+ F1 Pin/UnPin Ribbon
- ▶ Alt Shortcut for Ribbon Tabs
- ▶ Ctrl+Alt+D Dock the OneNote Window
- ▶ F7 Check Spelling and Grammar
- ▶ Shift+F7 Open the Thesaurus
- ▶ F11 Toggle between Full Page View and Norman View
- ▶ Ctrl+O Open a OneNote Notebook
- ▶ Ctrl+N Add a New Page at the end of the current section
- ▶ Ctrl+T Add a new section
- ▶ Ctrl+A Select all items on a current page
- ▶ Ctrl+X Cut the selected text or object
- ▶ Ctrl+C Copy the selected text or object
- ▶ Ctrl+V Paste the clipboard contents
- ▶ Ctrl+Z Undo the last action
- ▶ Ctrl+Y Redo the last action
- ▶ Ctrl+P Print the current page
- ▶ Ctrl+E Activate the Search Box to search all notebooks
- ▶ Ctrl+F Activate the Search Box to search the page