OneNote serves as an excellent platform for capturing and organizing your notes, ideas, and information in a seamless manner. Utilize features like notebooks, sections, and pages to efficiently structure your content. Discover the convenience of tags and search functionalities to quickly locate and retrieve essential information. Enhance your productivity by mastering keyboard shortcuts tailored for OneNote, ensuring a smoother and more efficient note-taking experience. Keep a reference guide handy on your desktop to easily access these shortcuts and streamline your use of OneNote.

Navigation

Ctrl + N	Create a new notebook.
Ctrl + O	Open an existing notebook.
Ctrl + S	Save changes to the current page.
Ctrl + P	Print the current page.

Text Formatting

Ctrl + B	Bold.
Ctrl + I	Italic.
Ctrl + U	Underline.
Ctrl + Space	Remove formatting.

Note Container Actions

Ctrl + 1	To-Do tag.
Ctrl + Alt + K	Insert a link.
Ctrl + Alt + C	Insert a checkbox.

Page and Section Navigation

Ctrl + Home	Move to the top of the current page.
Ctrl + End	Move to the end of the current page.
Ctrl + M	Add a new page.
Ctrl + Tab	Switch between open notebooks.

Zoom and View

Ctrl + Mouse Scroll	Zoom in/out.
Alt + Shift + Arrow keys	Change page view.

Search and Find

Ctrl + E	Activate the search bar.
Ctrl + F	Find text on the current page.

Screenshot and Clipping

Win + Shift + S	Take a screenshot (if using Windows 10).
Win + N	Start a new OneNote Quick Note.

Miscellaneous

Ctrl + Z	Undo.
Ctrl + Y	Redo.
Ctrl + C	Copy.
Ctrl + X	Cut.
Ctrl + V	Paste.

Remember that keyboard shortcuts might vary slightly based on your specific version of OneNote or operating system. Additionally, you can customize some shortcuts based on your preferences in the OneNote settings.

OneNote is a powerful tool that can be used in so many ways. We offer various courses that help you work more confidently with OneNote and master its unique features.

If you want a comprehensive OneNote course: Check out our OneNote Complete course

Contact us today to learn about your training options.