

Microsoft OneNote 2003 Keyboard Shortcuts

Typing and editing notes

CTRL+M	Open a new OneNote window.
CTRL+Shift+M	Open a small OneNote window to create a side note.
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
CTRL+A	Select all items.Note Press CTRL+A several times to increase the scope of the selection.
CTRL+X	Cut the selected text or item.
CTRL+C	Copy the selected text or item to the Clipboard.
CTRL+V	Paste the contents of the Clipboard.
HOME	Move to the beginning of the line.
INSERT	Turn overtype mode on or off.
END	Move to the end of the line.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
BACKSPACE	Delete one character to the left.
DELETE	Delete one character to the right.
CTRL+BACKSPACE	Delete one word to the left.
CTRL+DELETE	Delete one word to the right.
Shift+ENTER	Insert a line break.

Formatting notes

CTRL+B	Apply or remove bold formatting from the selected text.
CTRL+I	Apply or remove italic formatting from the selected text.
CTRL+U	Apply or remove the underline from the selected text.
CTRL+HYPHEN	Apply or remove strikethrough from the selected text.
CTRL+Shift+=	Apply or remove superscript formatting from the selected text.
CTRL+=	Apply or remove subscript formatting from the selected text.
CTRL+Shift+L	Apply or remove bulleted list formatting from the selected paragraph.
CTRL+Shift+O	Apply or remove numbered list formatting from the selected paragraph.
ALT+Shift+RIGHT ARROW	Indent a paragraph from the left.
ALT+Shift+LEFT ARROW	Remove a paragraph indent from the left.
CTRL+R	Right-align the selected paragraph.
CTRL+E	Center the selected paragraph.
CTRL+L	Left-align the selected paragraph.
CTRL+Shift+F, UP ARROW or DOWN ARROW	Apply a font to the selected text.
CTRL+Shift+P, UP ARROW or DOWN ARROW	Apply a font size to the selected text.
CTRL+D	Open the Fonttask pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.).

Adding items to a page

ALT+I, D	Insert a document in the page.
ALT+I, P, F	Insert a picture from a file.
ALT+I, P, S	Insert a picture from a scanner or a camera.
Windows logo key+S	Insert a screen clipping.Note The OneNote icon must be active in the notification area,at the far right of the Windows taskbar.
ALT+Shift+D	Insert today's date.

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ALT+Shift+F	Insert the current date and time.
ALT+Shift+T	Insert the current time.
Selecting notes and objects	
ESC	Cancel the selected outline or page.
ALT+Shift+UP ARROW	Move the selected note or object up.
ALT+Shift+DOWN ARROW	Move the selected note or object down.
ALT+Shift+LEFT ARROW	Move the selected note or object left.
ALT+Shift+RIGHT ARROW	Move the selected note or object right.
CTRL+Shift+HYPHEN	Select the current paragraph and its subordinate paragraphs.
ALT+I, N, ENTER	Add or remove space on the page.
DELETE	Delete the selected note or object.
Shift+DELETE	Permanently delete the selected page or pages.
HOME	Move to the beginning of the line.
END	Move to the end of the line.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
ALT+LEFT ARROW	Go back to the last page visited.
ALT+RIGHT ARROW	Go forward to the next page visited.
Flagging notes	
CTRL+1	Apply, mark, or clear the To Do flag.
CTRL+2	Apply or clear the Important flag.
CTRL+3	Apply or clear the Question flag.
CTRL+4	Apply or clear the Remember for later flag.
CTRL+5	Apply or clear the Definition flag.
CTRL+6	Apply or clear a custom flag.
CTRL+7	Apply or clear a custom flag.
CTRL+8	Apply or clear a custom flag.
CTRL+9	Apply or clear a custom flag.
CTRL+0	Remove all note flags from the selected notes.
Using outlines	
ALT+Shift+1	Show through Level 1.
ALT+Shift+2	Expand to Level 2.
ALT+Shift+3	Expand to Level 3.
ALT+Shift+4	Expand to Level 4.
ALT+Shift+5	Expand to Level 5.
ALT+Shift+6	Expand to Level 6.
ALT+Shift+7	Expand to Level 7.
ALT+Shift+8	Expand to Level 8.
ALT+Shift+9	Expand to Level 9.
ALT+Shift+0	Expand all levels.
ALT+Shift+=	Show body text for the selected heading.
ALT+Shift+HYPHEN	Hide body text for the selected heading.
TAB	Increase indent by one level.
Shift+TAB	Decrease indent by one level.
CTRL+Shift+0	Make the selected notes body text.
Specifying language settings	
CTRL+LEFT Shift	Set writing direction left to right.
CTRL+RIGHT Shift	Set writing direction right to left.

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TAB	Increase indent by one level in right-to-left text.
Shift+TAB	Decrease indent by one level in right-to-left text.
Working with pages and side notes	
CTRL+M	Open a new OneNote window.
CTRL+Shift+M	Open a small OneNote window to create a side note.
CTRL+P	Print the current page.
CTRL+N	Add a new page at the end of the selected section.
CTRL+Shift+N	Add a new subpage to the current group of pages.
CTRL+A	Select all items. Note Press CTRL+A several times to increase the scope of the selection.
CTRL+Shift+Alt the selected page is part of a group, press CTRL+A to select all of the pages in the	Select the current page.
ALT+Shift+UP ARROW	Move the selected page tab up.
ALT+Shift+DOWN ARROW	Move the selected page tab down.
CTRL+T	Move the insertion point to or away from the page header.
CTRL+Shift+PERIOD	Increase the size of the page header.
CTRL+Shift+COMMA	Reduce the size of the page header.
ALT+PAGE UP	Go to the first page in the currently visible set of page tabs.
ALT+PAGE DOWN	Go to the last page in the currently visible set of page tabs.
PAGE UP	Scroll up in the current page.
PAGE DOWN	Scroll down in the current page.
CTRL+HOME	Scroll to the top of the current page.
CTRL+END	Scroll to the bottom of the current page.
CTRL+DOWN ARROW	Go to the next paragraph.
CTRL+UP ARROW	Go to the previous paragraph.
CTRL+ALT+UP ARROW	Move the insertion point up in the current page, or expand the page up.
CTRL+ALT+DOWN ARROW	Move the insertion point down in the current page, or expand the page down.
CTRL+ALT+LEFT ARROW	Move the insertion point left in the current page, or expand the page to the left.
CTRL+ALT+RIGHT ARROW	Move the insertion point right in the current page, or expand the page to the right.
ALT+DOWN ARROW	Go to the next note container.
HOME	Go to the beginning of the line.
END	Go to the end of the line.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
ALT+LEFT ARROW	Go back to the last page visited.
ALT+RIGHT ARROW	Go forward to the next page visited.
ALT+CTRL+PLUS SIGN (on the numeric keypad) -OR-ALT+CTRL+Shift+PLUS SIGN	Zoom in.
ALT+CTRL+MINUS SIGN (on the numeric keypad) -OR-ALT+CTRL+Shift+HYPHEN	Zoom out.
CTRL+S	Save changes.
Working with sections	
CTRL+O	Open a section.
CTRL+Shift+G	Open a menu of folders and sections in your notebook.
CTRL+TAB	Go to the next section.
CTRL+Shift+TAB	Go to the previous section.
CTRL+PAGE DOWN	Go to the next page in the section.
CTRL+PAGE UP	Go to the previous page in the section.

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ALT+HOME	Go to the first page in the section.
ALT+END	Go to the last page in the section.
ALT+PAGE UP	Go to the first page in the currently visible set of page tabs.
ALT+PAGE DOWN	Go to the last page of the currently visible set of page tabs.
ALT+F, R, V	Move the current section.
Finding notes	
CTRL+F	Move the insertion point to the Find box.
ENTER	While searching, move to the next search result.
Sharing notes with other people	
CTRL+Shift+E	Send the current page of notes in an e-mail message.
ALT+T, N, S	Start a shared session.
ALT+T, N, J	Join a shared session.
ALT+T, N, L	Leave a shared session.
Sharing notes with other programs and devices	
CTRL+Shift+E	Send the current page of notes in an e-mail message.
CTRL+Shift+K	Create a task in Microsoft Office Outlook 2003.
ALT+Shift+A	Create an appointment in Office Outlook 2003.
CTRL+Shift+C	Create a contact in Office Outlook 2003.
ALT+F, D, W	Send the selected page to Microsoft Office Word 2003.
ALT+T, P, N	Copy notes from a Pocket PC or Microsoft Smartphone.
ALT+T, P, A	Enable notes to be copied automatically from a Pocket PC or Smartphone.
Password-protecting pages	
ALT+F, S	Specify password protection options.
CTRL+ALT+L	Lock all password-protected pages.
ALT+P	Select the Enter Password box in the Password Protection dialog box.
ALT+C	Select the Confirm Password box in the Password Protection dialog box.
ALT+F, R, L	Unlock the page for editing.After pressing ALT+F, R, press L to select the Allow Others to Editoption.
ALT+F, R, L	Lock the page for editing.After pressing ALT+F, R, press L to select the Allow Only Me to Editoption.
Using menus and toolbars	
CTRL+arrow keys	Resize a toolbar.
CTRL+arrow keys	Move a toolbar.
DOWN ARROW (press repeatedly)	Undock a toolbar.
LEFT ARROW or RIGHT ARROW (press repeatedly)	Dock a toolbar vertically on the left or right side.
ALT	Select the menu bar (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.), or close an open menu and submenu at the same time.
CTRL+TAB	Select a toolbar, after selecting the menu bar.Note Press CTRL+TAB repeatedly to move the focus among the open toolbars, menu bars, and task panes.
TAB	Select the next button or menu on the selected toolbar or menu bar.
Shift+TAB	Select the previous button or menu on the selected toolbar or menu bar.
ENTER	Open the selected menu, or perform the action for the selected button or command.
Shift+F10	Display the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for the selected item.
ALT+SPACEBAR	Display the title bar shortcut menu.
DOWN ARROW	Select the next command on the selected menu or submenu.
UP ARROW	Select the previous command on the selected menu or submenu.
LEFT ARROW	Select the menu to the left or,when a submenu is open, switch between the main menu and the submenu.

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RIGHT ARROW	Select the menu to the right or, when a submenu is open, switch between the main menu and the submenu.
HOME	Select the first command on the menu or submenu.
END	Select the last command on the menu or submenu.
ESC	Close an open menu or, when a submenu is open, close only the submenu.
Shift+DOWN ARROW	Open the selected menu.
CTRL+DOWN ARROW	Display the full set of commands on a shortened menu.
Using task panes	
CTRL+arrow keys	Resize a task pane.
CTRL+arrow keys	Move a task pane.
CTRL+F1	Open the task pane or hide the current task pane.
F6	Move to a task pane from the program window. (You may need to press F6 more than once.)
Shift+F6	Move between the Find box, the current task pane, and the current page.
CTRL+TAB	Move to the task pane when a menu or toolbar is selected. Note You may need to press CTRL+TAB more than once.
CTRL+SPACEBAR	Open the menu of task pane options.
ALT+LEFT ARROW	Reverse the sequence of task panes you opened.
ALT+RIGHT ARROW	Repeat the sequence of task panes you opened.
ESC	Close a menu if one is currently open, or go back to the current page.
TAB	Select the next option in the selected task pane.
Shift+TAB	Select the previous option in the selected task pane.
UP ARROW	Move to the previous option on a selected submenu; move between options in a group of options.
DOWN ARROW	Move to the next option on a selected submenu; move between options in a group of options.
ENTER	Open the selected menu, or perform the action assigned to the selected button.
Shift+F10	Open a shortcut menu on a page; open a drop-down menu for the selected task pane item.
HOME	Select the first command on the selected menu or submenu.
END	Select the last option on the selected menu or submenu.
CTRL+HOME	Move to the top of the selected task pane list.
CTRL+END	Move to the bottom of the selected task pane list.
Selecting options in dialog boxes	
ALT+F6	Move to the current page from an open dialog box. Note Not all dialog boxes support this behavior.
TAB	Move to the next option.
Shift+TAB	Move to the previous option.
CTRL+TAB	Move to the next tab in a dialog box.
CTRL+Shift+TAB	Move to the previous tab in a dialog box.
Arrow keys	Move between options in a list or group of options.
SPACEBAR	Perform the action assigned to the selected button, or select or clear the selected check box.
First letter of an option in a drop-down list	Open a closed list and move to a specific option in the list.
ALT+ the letter underlined in an option	Select an option, or select or clear a check box.
ALT+DOWN ARROW	Open the selected drop-down list.
ESC	Close the selected drop-down list or cancel a command, and then close the dialog box.
ENTER	Carry out the selected command.
ALT+1	Go to the previous folder.
ALT+2	Open the folder one level up from the selected folder.
ALT+4	Delete the selected folder or file.
ALT+5	Create a new subfolder in the open folder.
ALT+6	Switch between the Thumbnails, Tiles, Icons, List, Details, Properties, and Preview views.
Shift+F10	Display a shortcut menu for the selected folder or file.

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TAB	Move between options or areas in a dialog box.
F4	Open the Look in or Save in list.
F5	Update the folder and file list in the Open File, Open Folder, or Save As dialog box.
Using edit boxes within dialog boxes	
HOME	Move to the beginning of the entry.
END	Move to the end of the entry.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
Shift+LEFT ARROW	Select or cancel the selection one character to the left.
Shift+RIGHT ARROW	Select or cancel the selection one character to the right.
CTRL+Shift+LEFT ARROW	Select or cancel the selection one word to the left.
CTRL+Shift+RIGHT ARROW	Select or cancel the selection one word to the right.
Shift+HOME	Select from the insertion point to the beginning of the entry.
Shift+END	Select from the insertion point to the end of the entry.
Using the OneNote Help task pane	
F1	Display the OneNote Help task pane.
F6	Move between the OneNote Help task pane, the Find box, and the current page.
TAB	Select the next item in the OneNote Help task pane.
Shift+TAB	Select the previous item in the OneNote Help task pane.
ENTER	Perform the action for the selected item.
DOWN ARROW	In the table of contents and search results, select the next item.
UP ARROW	In the table of contents and search results, select the previous item.
RIGHT ARROW	In the table of contents, expand the selected item.
LEFT ARROW	In the table of contents, collapse the selected item.
ALT+LEFT ARROW	Move back to the previous task pane.
ALT+RIGHT ARROW	Move forward to the next task pane.
CTRL+SPACEBAR	Open the menu of task pane options.
CTRL+F1	Close or reopen a task pane.
Using the help window	
TAB	Select the next hyperlink.
Shift+TAB	Select the previous hyperlink.
ENTER	Perform the action for the selected hyperlink.
ALT+LEFT ARROW	Move back to the previous Help topic.
ALT+RIGHT ARROW	Move forward to the next Help topic.
CTRL+P	Print the current Help topic.
UP ARROW	Scroll up, one line at a time, within the current Help topic.
DOWN ARROW	Scroll down, one line at a time, within the current Help topic.
PAGE UP	Scroll up, one page at a time, within the current Help topic.
PAGE DOWN	Scroll down, one page at a time, within the current Help topic.
ALT+U	Change whether the Microsoft Office OneNote Help window appears next to (tiled) or on top of (untiled) the OneNote program window.
Shift+F10	Display a menu of commands for the Help window. This requires that the Help window have active focus (click an item in the Microsoft Office OneNote Help window).