# Helpful OneNote Keyboard Shortcuts

Support Team - 2018-01-07 - Comments (0) - Office 365

## Taking and Formating Notes

| Press | Action |
|---|---|
| CTRL-M | Open a new OneNote Window |
| CTRL-SHIFT-M | Open a small OneNote Window |
| CTRL-ALT-D | Dock the OneNote Window |
| CTRL-WINDOWS-S | Screen Clip to OneNote |
| F7 | Spell Check |
| SHIFT-F7 | Open Thesaurus |

## Tagging Notes

| Press | Action |
|---|---|
| CTRL-1 | Apply, Mark or Clear the To Do tag. |
| CTRL-2 | Apply or Clear the Important tag. |
| CTRL-3 | Apply or Clear the Question tag. |
| CTRL-4 | Apply or Clear the Remember for Later tag. |
| CTRL-5 | Apply or Clear the Defination tag. |
| CTRL-0 | Remove all tags from selected notes. |

Tags

Microsoft

Microsoft Office

Office 365

OneNote

OneNote 2016