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