



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

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

## Text Formatting

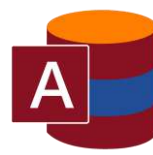
<b>Ctrl + B</b>	Bold
<b>Ctrl + I</b>	Italic
<b>Ctrl + U</b>	Underline
<b>Ctrl + Space</b>	Remove formatting

## Page and Section Navigation

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

## Zoom and View

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



## Search and Find

<b>Ctrl + E</b>	Activate the search bar
<b>Ctrl + F</b>	Find text on the current page

## Screenshot and Clipping

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

## Miscellaneous

<b>Ctrl + Z</b>	Undo.
<b>Ctrl + Y</b>	Redo.
<b>Ctrl + C</b>	Copy.
<b>Ctrl + X</b>	Cut.
<b>Ctrl + V</b>	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 [One Note Complete course](#)

[Contact us](#) today to learn about your training options.