

# One Note Shortcuts



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GENERAL	<b>Open file</b> Ctrl O	<b>Close file</b> Ctrl F4	<b>New drawing</b> Ctrl N	<b>Cascade</b> Alt F7	<b>Full screen</b> F5	<b>Print</b> Ctrl P	<b>Print preview</b> Ctrl F2	<b>Save</b> Ctrl S	<b>Find</b> Ctrl F	<b>Help</b> F1
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DRAWING	<b>Actual size</b> Ctrl Shift I	<b>Align shapes</b> F8	<b>Fill</b> F3	<b>Bring to the front</b> Ctrl Shift F	<b>Send to the back</b> Ctrl Shift B	<b>Flip horizontal</b> Ctrl H	<b>Flip vertical</b> Ctrl J	<b>Rotate left</b> Ctrl L	<b>Rotate right</b> Ctrl R
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DRAWING	<b>Group</b> Ctrl G	<b>Ungroup</b> Ctrl Shift U	<b>Line</b> Shift F3	<b>Toggle snap</b> Shift F9	<b>Snap and glue</b> Alt F9	<b>Move from shape to shape</b> Tab	<b>Deselect shape</b> Esc	<b>Nudge selected shape</b> ↑ ↓ ← →	<b>Pointer tool</b> Ctrl 1
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TEXT	<b>Bold</b> Ctrl B	<b>Italics</b> Ctrl I	<b>Underline</b> Ctrl U	<b>Double underline</b> Ctrl Shift D	<b>Small caps</b> Ctrl Shift K	<b>Increase or decrease font size</b> Ctrl Shift + or -	<b>Switch windows</b> Ctrl Tab
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GENERAL	<b>Cut</b> Ctrl X	<b>Copy</b> Ctrl C	<b>Paste</b> Ctrl V	<b>Select All</b> Ctrl A	<b>Undo</b> Ctrl Z	<b>Redo</b> Ctrl Y	<b>Switch between open windows</b> Alt Tab	<b>Zoom in</b> Ctrl Shift +	<b>Zoom out</b> Ctrl Shift -
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Fold along the lines and glue here.



\*Please note that some shortcuts may be version specific.