Keyboard Shortcuts: OneNote Meeting Notes

Ctrl+Alt+H – **Taking good notes in meetings is an art.** Just wrote something that deserves attention? Select the words and press **Ctrl+Alt+H**. This will apply the default highlight color.

Ctrl+- – **While an idea discussed isn't always an idea adopted, it's good to capture that the idea was hatched, anyway.** Use strikethrough with **Ctrl+- (hypen)** to show that it was mentioned and voted down.

Ctrl+/ – **If you end up discussing a process or priority list, numbers are very helpful.** Select several lines that have been ended with a hard line break and use **Ctrl+/-** to convert it to a numbered list.