

Press this key	To do this
Ctrl+Alt+H	Highlight the selected text.
Ctrl+K	Insert a hyperlink.
Ctrl+Shift+C	Copy the formatting of the selected text (Format Painter).
Ctrl+Shift+V	Paste the formatting to the selected text (Format Painter).
Enter, when on the hyperlink text	Open a hyperlink.
Ctrl+B	Apply or remove bold formatting.
Ctrl+I	Apply or remove italics formatting.
Ctrl+U	Apply or remove underline formatting.
Ctrl+Hyphen (-)	Apply or remove strikethrough formatting.
Ctrl+Shift+Equal sign (=)	Apply or remove superscript formatting.
Ctrl+Equal sign (=)	Apply or remove subscript formatting.
Ctrl+Period (.)	Apply or remove bulleted list formatting.
Ctrl+Slash (/)	Apply or remove numbered list formatting.
Ctrl+Alt+1	Apply a Heading 1 style to the current note.
Ctrl+Alt+2	Apply a Heading 2 style to the current note.
Ctrl+Alt+3	Apply a Heading 3 style to the current note.
Ctrl+Alt+4	Apply a Heading 4 style to the current note.
Ctrl+Alt+5	Apply a Heading 5 style to the current note.
Ctrl+Alt+6	Apply a Heading 6 style to the current note.
Ctrl+Shift+N	Clear all formatting applied to the selected text. (Apply the Normal style.)
Alt+Shift+Right arrow key	Increase the paragraph indent.
Tab key, when at the beginning of a line	
Alt+Shift+Left arrow key	Decrease the paragraph indent.
Shift+Tab, when at the beginning of a line	
Ctrl+L	Align the paragraph to the left.
Ctrl+R	Align the paragraph to the right.
Ctrl+Shift+Right angle bracket (>)	Increase the font size of the selected text.
Ctrl+Shift+Left angle bracket (<)	Decrease the font size of the selected text.
Ctrl+Shift+R	Show or hide the rule lines on the current page.