

Free EBook

**194 LibreOffice
Shortcuts**

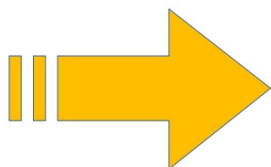
+

**Quick Reference
Guide**

LibreOffice Calc Shortcut Keys

	Shortcut Keys	Effect
1	Ctrl+Home	Moves the cursor to the first cell in the sheet (A1).
2	Ctrl+End	Moves the cursor to the last cell on the sheet that contains data.
3	Home	Moves the cursor to the first cell of the current row.
4	End	Moves the cursor to the last cell of the current row.
5	Shift+Home	Selects cells from the current cell to the first cell of the current row.
6	Shift+End	Selects cells from the current cell to the last cell of the current row.
7	Shift+Page Up	Selects cells from the current cell up to one page in the current column or extends the existing selection one page up.
8	Shift+Page Down	Selects cells from the current cell down to one page in the current column or extends the existing selection one page down.
9	Ctrl+Left Arrow	Moves the cursor to the left edge of the current data range. If the column to the left of the cell that contains the cursor is empty, the cursor moves to the next column to the left that contains data.
10	Ctrl+Right Arrow	Moves the cursor to the right edge of the current data range. If the column to the right of the cell that contains the cursor is empty, the cursor moves to the next column to the right that contains data.
11	Ctrl+Up Arrow	Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty, the cursor moves up to the next row that contains data.
12	Ctrl+Down Arrow	Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty, the cursor moves down to the next row that contains data.
13	Ctrl+Shift+Arrow	Selects all cells containing data from the current cell to the end of the continuous range of data cells, in the direction of the arrow pressed. If used to select rows and columns together, a rectangular cell range is selected.

14	Ctrl+Page Up	Moves one sheet to the left. In the print preview: Moves to the previous print page.
15	Ctrl+Page Down	Moves one sheet to the right. In the print preview: Moves to the next print page.
16	Alt+Page Up	Moves one screen to the left.
17	Alt+Page Down	Moves one screen page to the right.
18	Shift+Ctrl+Page Up	Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this shortcut key combination only selects the previous sheet. Makes the previous sheet the current sheet.
19	Shift+Ctrl+Page Down	Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this shortcut key combination only selects the next sheet. Makes the next sheet the current sheet.
20	Ctrl+ *	where (*) is the multiplication sign on the numeric key pad Selects the data range that contains the cursor. A range is a contiguous cell range that contains data and is bounded by empty row and columns.
21	Ctrl+ /	where (/) is the division sign on the numeric key pad Selects the matrix formula range that contains the cursor.
22	Ctrl+Plus key	Insert cells (as in menu Insert - Cells)
23	Ctrl+Minus key	Delete cells (as in menu Edit - Delete Cells)
24	Enter (in a selected range)	Moves the cursor down one cell in a selected range. To specify the direction that the cursor moves, choose Tools - Options - LibreOffice Calc - General .
25	Ctrl+ ` (see note below this table)	Displays or hides the formulas instead of the values in all cells.



The ` key is located next to the "1" key on most English keyboards. If your keyboard does not show this key, you can assign another key: Choose Tools - Customize, click the Keyboard tab. Select the "View" category and the "Toggle Formula" function.

45	Shift+F11	Creates a document template.
46	Shift+Ctrl+F11	Updates the templates.
47	F12	Groups the selected data range.
48	Ctrl+F12	Ungroups the selected data range.
49	Alt+Down Arrow	Increases the height of current row (only in OpenOffice.org legacy compatibility mode).
50	Alt+Up Arrow	Decreases the height of current row (only in OpenOffice.org legacy compatibility mode).
51	Alt+Right Arrow	Increases the width of the current column.
52	Alt+Left Arrow	Decreases the width of the current column.
53	Alt+Shift+Arrow Key	Optimizes the column width or row height based on the current cell.

Formatting Cells Using Shortcut Keys

The following cell formats can be applied with the keyboard:

	Shortcut Keys	Effect
54	Ctrl+1 (not on the number pad)	Open Format Cells dialog
55	Ctrl+Shift+1 (not on the number pad)	Two decimal places, thousands separator
56	Ctrl+Shift+2 (not on the number pad)	Standard exponential format
57	Ctrl+Shift+3 (not on the number pad)	Standard date format
58	Ctrl+Shift+4 (not on the number pad)	Standard currency format
59	Ctrl+Shift+5 (not on the number pad)	Standard percentage format (two decimal places)
60	Ctrl+Shift+6 (not on the number pad)	Standard format

Using the pivot table

	Keys	Effect
61	Tab	Changes the focus by moving forwards through the areas and buttons of the dialog.
62	Shift+Tab	Changes the focus by moving backwards through the areas and buttons of the dialog.
63	Up Arrow	Moves the focus up one item in the current dialog area.
64	Down Arrow	Moves the focus down one item in the current dialog area.
65	Left Arrow	Moves the focus one item to the left in the current dialog area.
66	Right Arrow	Moves the focus one item to the right in the current dialog area.
67	Home	Selects the first item in the current dialog area.
68	End	Selects the last item in the current dialog area.
69	Alt and the underlined character in the word "Row"	Copies or moves the current field into the "Row" area.
70	Alt and the underlined character in the word "Column"	Copies or moves the current field into the "Column" area.
71	Alt and the underlined character in the word "Data"	Copies or moves the current field into the "Data" area.
72	Ctrl+Up Arrow	Moves the current field up one place.
73	Ctrl+Down Arrow	Moves the current field down one place.
74	Ctrl+Left Arrow	Moves the current field one place to the left.
75	Ctrl+Right Arrow	Moves the current field one place to the right.
76	Ctrl+Home	Moves the current field to the first place.
77	Ctrl+End	Moves the current field to the last place.

78	Alt+O	Displays the options for the current field.
79	Delete	Removes the current field from the area

LibreOffice Writer Shortcut Keys, Part 1

	Shortcut keys	Effect
1	F2	Formula Bar
2	Ctrl+F2	Insert Fields
3	F3	Complete AutoText
4	Ctrl+F3	Edit AutoText
5	Shift+F4	Select next frame
6	Ctrl+Shift+F4	Open Data Source View
7	F5	Navigator on/off
8	Shift+F5	Moves the cursor to the position that it had when the document was last saved before it was last closed.
9	Ctrl+Shift+F5	Navigator on, go to page number
10	F7	Spelling
11	Ctrl+F7	Thesaurus
12	F8	Extension mode
13	Ctrl+F8	Field shadings on / off
14	Shift+F8	Additional selection mode
15	Ctrl+Shift+F8	Block selection mode
16	F9	Update fields
17	Ctrl+F9	Show fields
18	Shift+F9	Calculate Table
19	Ctrl+Shift+F9	Update Input Fields and Input Lists
20	Ctrl+F10	Nonprinting Characters on/off
21	F11	Styles window on/off
22	Shift+F11	Create Style
23	Ctrl+F11	Sets focus to Apply Style box
24	Ctrl+Shift+F11	Update Style

25	F12	Toggle Ordered List
26	Ctrl+F12	Insert or edit Table
27	Shift+F12	Toggle Unordered List
28	Ctrl+Shift+F12	Ordered / Unordered List off

LibreOffice Writer Shortcut Keys, Part 2

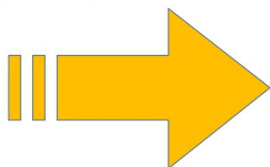
	Shortcut keys	Effect
29	Ctrl+A	Select All
30	Ctrl+J	Justify
31	Ctrl+D	Double Underline
32	Ctrl+E	Centered
33	Ctrl+H	Find and Replace
34	Ctrl+Shift+P	Superscript
35	Ctrl+L	Align Left
36	Ctrl+R	Align Right
37	Ctrl+Shift+B	Subscript
38	Ctrl+Y	Redo last action
39	Ctrl+0 (zero)	Apply Text Body paragraph style
40	Ctrl+1	Apply Heading 1 paragraph style
41	Ctrl+2	Apply Heading 2 paragraph style
42	Ctrl+3	Apply Heading 3 paragraph style
43	Ctrl+4	Apply Heading 4 paragraph style
44	Ctrl+5	Apply Heading 5 paragraph style
45	Ctrl+ Plus Key(+)	Calculates the selected text and copies the result to the clipboard.
46	Ctrl+Hyphen(-)	Soft hyphens; hyphenation set by you.
47	Ctrl+Shift+minus sign (-)	Non-breaking hyphen (is not used for hyphenation)
48	Ctrl+multiplication sign * (only on number pad)	Run macro field
49	Ctrl+Shift+Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
50	Shift+Enter	Line break without paragraph change

51	Ctrl+Enter	Manual page break
52	Ctrl+Shift+Enter	Column break in multicolumnar texts
53	Alt+Enter	Inserting a new paragraph without numbering inside a list. Does not work when the cursor is at the end of the list.
54	Alt+Enter	<p>Insert a new paragraph directly before or after a section or table.</p> <p>For sections, the cursor must be placed at the first or last character. For tables, the cursor must be placed at the first character of the first cell or the last character of the last cell.</p>
55	Arrow Left	Move cursor to left
56	Shift+Arrow Left	Move cursor with selection to the left
57	Ctrl+Arrow Left	Go to beginning of word
58	Ctrl+Shift+Arrow Left	Selecting to the left word by word
59	Arrow Right	Move cursor to right
60	Shift+Arrow Right	Move cursor with selection to the right
61	Ctrl+Arrow Right	Go to start of next word
62	Ctrl+Shift+Arrow Right	Selecting to the right word by word
63	Arrow Up	Move cursor up one line
64	Shift+Arrow Up	Selecting lines in an upwards direction
65	Ctrl+Arrow Up	Move cursor to beginning of paragraph. Next keystroke moves cursor to beginning of previous paragraph
66	Ctrl+Shift+Arrow Up	Select to beginning of paragraph. Next keystroke extends selection to beginning of previous paragraph
67	Arrow Down	Move cursor down one line
68	Shift+Arrow Down	Selecting lines in a downward direction
69	Ctrl+Arrow Down	Move cursor to beginning of next paragraph.
70	Ctrl+Shift+Arrow Down	Select to end of paragraph. Next keystroke extends selection to end of next paragraph
71	Home	Go to beginning of line

72	Home+Shift	Go and select to the beginning of a line
73	End	Go to end of line
74	End+Shift	Go and select to end of line
75	Ctrl+Home	Go to start of document
76	Ctrl+Home+Shift	Go and select text to start of document
77	Ctrl+End	Go to end of document
78	Ctrl+End+Shift	Go and select text to end of document
79	Ctrl+PageUp	Switch cursor between text and header
80	Ctrl+PageDown	Switch cursor between text and footer
81	Insert	Insert mode on/off
82	PageUp	Screen page up
83	Shift+PageUp	Move up screen page with selection
84	PageDown	Move down screen page
85	Shift+PageDown	Move down screen page with selection
86	Ctrl+Del	Delete text to end of word
87	Ctrl+Backspace	Delete text to beginning of word In a list: delete an empty paragraph in front of the current paragraph
88	Ctrl+Del+Shift	Delete text to end of sentence
89	Ctrl+Shift+Backspace	Delete text to beginning of sentence
90	Ctrl+Tab	Next suggestion with Automatic Word Completion
91	Ctrl+Shift+Tab	Use previous suggestion with Automatic Word Completion
92	Ctrl+Alt+Shift+V	Paste the contents of the clipboard as unformatted text.
93	Ctrl+ double-click or Ctrl+ Shift + F10	Use this combination to quickly dock or undock the Navigator, Styles window, or other windows

Shortcut Keys for Paragraphs, List Paragraphs and Heading Levels

	Shortcut keys	Effect
94	Ctrl+Alt+Up Arrow	Move the active paragraph or selected paragraphs up one paragraph.
95	Ctrl+Alt+Down Arrow	Move the active paragraph or selected paragraphs down one paragraph.
96	Tab	With the cursor positioned in front of a heading or list paragraph: The heading in format "Heading X" (X = 1-9) is moved down one level in the outline. For list paragraphs, the list level is moved down one level.
97	Shift+Tab	With the cursor positioned in front of a heading or list paragraph: The heading in format "Heading X" (X = 2-10) is moved up one level in the outline. For list paragraphs, the list level is moved up one level.
98	Ctrl+Tab	With the cursor placed anywhere in a heading or list paragraph: Increases the alignment for all headings. For list paragraphs, increases the alignment for all paragraphs in the same list.
99	Ctrl+Shift+Tab	With the cursor placed anywhere in a heading or list paragraph: Decreases the alignment for all headings. For list paragraphs, decreases the alignment for all paragraphs in the same list.



To insert a tab at the beginning of a heading or list paragraph, use the **Numbering followed by** option in the **Position** tab in the **Chapter Numbering** or **Bullets and Numbering** dialog. Alternatively, a tab can be copied and then pasted at the beginning.

Shortcut Keys for Tables in LibreOffice Writer

	Shortcut Keys	Effect
100	Ctrl+A	If the active cell is empty: selects the whole table. Otherwise: selects the contents of the active cell. Pressing again selects the entire table.
101	Ctrl+Home	If the active cell is empty: goes to the beginning of the table. Otherwise: first press goes to beginning of the active cell, second press goes to beginning of the current table, third press goes to beginning of document.
102	Ctrl+End	If the active cell is empty: goes to the end of the table. Otherwise: first press goes to the end of the active cell, second press goes to the end of the current table, third press goes to the end of the document.
103	Ctrl+Tab	Inserts a tab stop (only in tables). Depending on the Window Manager in use, Alt+Tab may be used instead.
104	Alt+Arrow Keys	Increases/decreases the size of the column/row on the right/bottom cell edge
105	Alt+Shift+Arrow Keys	Increase/decrease the size of the column/row on the left/top cell edge
106	Alt+Ctrl+Arrow Keys	Like Alt, but only the active cell is modified
107	Ctrl+Alt+Shift+Arrow Keys	Like Alt, but only the active cell is modified
108	Ctrl+Shift+T	Removes cell protection from all selected tables. If no table is selected, then cell protection is removed from all of the tables in the document.
109	Shift+Ctrl+Del	<p>If no whole cell is selected, the text from the cursor to the end of the current sentence is deleted. If the cursor is at the end of a cell, and no whole cell is selected, the contents of the next cell are deleted.</p> <p>If no whole cell is selected and the cursor is at the end of the table, the paragraph following the table will be deleted, unless it is the last paragraph in the document.</p> <p>If one or more cells are selected, the whole rows containing the selection will be deleted. If all rows are selected completely or partially, the entire table will be deleted.</p>

Shortcut Keys for Moving and Resizing Frames, Graphics and Objects

	Shortcut Keys	Effect
110	Esc	Cursor is inside a frame and no text is selected: Escape selects the frame. Frame is selected: Escape clears the cursor from the frame.
111	F2 or Enter or any key that produces a character on screen	If a frame is selected: positions the cursor to the end of the text in the frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
112	Alt+Arrow Keys	Move object.
113	Alt+Ctrl+Arrow Keys	Resizes by moving lower right corner.
114	Alt+Ctrl+Shift+Arrow Keys	Resizes by moving top left corner.
115	Ctrl+Tab	Selects the anchor of an object (in Edit Points mode).

Quick Tips - Impress



Editing Functions

Edit master slide	Menu: View ► Master slide
Insert image	Menu: Insert ► Image...
Insert chart	Menu: Insert ► Chart...
Start slide show	F5
Enable / disable Navigator	Ctrl + Shift + F5
Fit text to frame	Ctrl + Shift + F8
Group objects	Select the objects Ctrl + Shift + G
Enter group	F3
Exit group	Ctrl + F3
Edit the text of an object	F2
Edit points of an object	F8
Styles and Formatting	F11
Position and Size	F4
Duplicate object	Shift + F3

Presentation Functions

End presentation	Esc
Jump to the first slide	Home
Jump to the last slide	End
View black screen	B
View white screen	W
Go to the previous slide	Left Arrow, Up Arrow or Page Up
Go to the next slide	Enter, Space, Right Arrow, Down Arrow or Page Down

Shortcut keys (all applications)

File Functions

Create a new document	Ctrl + N
Open a document	Ctrl + O
Save document	Ctrl + S
Save as	Ctrl + Shift + S
Print	Ctrl + P

Editing Functions

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste Special	Ctrl + Shift + V
Select All	Ctrl + A
Undo	Ctrl + Z
Find	Ctrl + F
Find & Replace	Ctrl + H
Spelling and Grammar	F7

Formatting Functions

Clear direct formatting (Writer and Calc)	Ctrl + M
Italic	Ctrl + I
Bold	Ctrl + B
Underline	Ctrl + U
Justified	Ctrl + J
Center horizontally	Ctrl + E

ATTENTION

When saving a document, remember that LibreOffice stores the last folder used for saving. So in the "Save as..." option, always be sure to check if the folder displayed for saving is correct.



Quick Reference Guide LibreOffice 7.x

Main applications of LibreOffice

Text	LibreOffice Writer
Spreadsheet	LibreOffice Calc
Presentation	LibreOffice Impress

Open Document Format (ODF) extensions

Text	.odt
Spreadsheet	.ods
Presentation	.odp

Useful Links

Download documentation and LibreOffice program in various languages
<https://documentation.libreoffice.org/en/english-documentation/>

Extensions & Templates

<https://extensions.libreoffice.org/>

Open Document Format (ODF)

<https://www.oasis-open.org/>

You may distribute and / or modify this document under the terms of the GNU General Public License (<http://www.gnu.org/licenses/gpl.html>), version 3 or later.

Universidade Estadual Paulista – UNESP – São Paulo – Brazil
By Valdir Barbosa

Updated for 7.x by Tuomas Hietala

Quick Tips - Calc



Editing and Formatting Functions

Formatting cells (font, size, etc...)	Menu: Format ► Cells...
Sort Cells	Select the interval Menu: Data ► Sort...
Insert a chart	Menu: Insert ► Chart...
Filter cells / ranges	Select cells Menu: Data ► AutoFilter
Insert a function	Select cell Ctrl + F2 or Menu: Insert ► Function...
Value Highlighting	Menu: View ► Value Highlighting Display the font color with: - black text - numbers in blue - green formula
Fixation of cells of header	Select the reference cell Menu: View ► Freeze Rows and Columns The cells above and to the left of the reference cell will be fixed.
Conditional formatting	Select cells Menu: Format ► Conditional ► Condition...
Hide columns	Select columns Menu: Format ► Columns ► Hide
Show columns	Select columns adjacent to the hidden column(s) Menu: Format ► Columns ► Show
Merge cells	Select cells Menu: Format ► Merge Cells ► Merge cells
Trace dependents	Shift + F5
Trace precedents	Shift + F9
Remove precedents or dependents	Menu: Tools ► Detective ► Remove All Traces

Print Functions

Define print ranges	Select the desired range Menu: Format ► Print Ranges ► Define
Edit print ranges	Menu: Format ► Print Ranges ► Edit...
View page breaks	Menu: View ► Page Break
View normal editing mode	Menu: View ► Normal
Printing view	Menu: File ► Print Preview
Page formatting (size, orientation,...)	Menu: Format ► Page...
Print	Menu: File ► Print...

Quick Tips - Writer



Editing and Formatting Functions

Spell checking	F7 or Menu: Tools ► Spelling...
Paste unformatted text	Ctrl + Shift + V and choose the option "Unformatted Text" or Menu: Edit ► Paste Special ► Paste Unformatted Text
Navigator	F5
Insert a table	Ctrl + F12 or Menu: Table ► Insert Table...
Properties of table	Select the table Menu: Table ► Properties...
Insert an Image	Menu: Insert ► Image...
Export to PDF	Menu: File ► Export As ► Export as PDF...
Edit formatting styles	F11
Format font (character)	Menu: Format ► Character...
Format paragraph	Menu: Format ► Paragraph...
Apply Text Body style	Click on the paragraph Ctrl + 0 or Menu: Styles ► Text Body
Apply Heading 1 style	Click on the paragraph Ctrl + 1 or

	Menu: Styles ► Heading 1
Apply Heading 2 style	Click on the paragraph Ctrl + 2 or Menu: Styles ► Heading 2
Generate table of contents	Apply Heading Styles (1, 2, 3) Menu: Insert ► Table of contents and index ► Table of contents, Index or Bibliography
Edit table of contents	Right-click the table of contents Choose Edit Index
Remove table of contents	Right-click the table of contents Choose Delete Index
Insert page numbers in footers	Menu: Insert ► Header and footer ► Footer ► Default Page Style Menu: Insert ► Page Number
Number pages from second page (first page as cover)	Create a new document Menu: Format ► Title Page Check "Insert new cover pages", Click OK Menu: Insert ► Header and footer ► Footer ► Default Style Menu: Insert ► Page Number
Insert header	Menu: Insert ► Header and footer ► Header ► Default Page Style
Insert page break	Ctrl + Enter
Insert a page in landscape orientation	Menu: Insert ► More Breaks ► Manual Break... Check "Page Break" Choose "Landscape" in the Page Style field and click OK

Helpful Links

<https://documentation.libreoffice.org/en/english-documentation/>

https://help.libreoffice.org/latest/en-US/text/shared/05/new_help.html

https://wiki.documentfoundation.org/Dokumentation/Publications#LibreOffice_Writer_Guide