

Shortcut Keys
Word Processing Libre Office (Writer)
Extension Name: .odt

Shortcut Key	Action
Ctrl + A	Select All
Ctrl + N	Creating New Document
Ctrl + O	Opening a document
Ctrl +S	Save a document
Ctrl + Shift +S	Save as another copy
Ctrl +P	Print
Ctrl +Shift +O	Print Preview
Ctrl + Q	Exit the LibreOffice
Ctrl +X	Cut the selected text
Ctrl+ C	Copy the selected Text
Ctrl + V	Paste the cut or copied matter
Ctrl +Alt +Shift +V	Paste unformatted Text
Ctrl +K	Hyperlink
Ctrl +Shift +V	Paste Special Dialog box
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Shift + Ctrl +Y	Repeat action
Ctrl +F	Find
Ctrl + H	Find & Replace
Ctrl +G	Go to
Ctrl + Shift +P	Superscript
Ctrl +Shift +b	Sub Script
Ctrl + L	Align Left
Ctrl +R	Align Right
Ctrl +E	Align Center
Ctrl + I	Italic the selected word
Ctrl + B	Bold the selected word
Ctrl +U	Underline the selected word
Ctrl +Shift +J	Full Screen
Shift + Left Arrow	Move cursor left with single letter selection
Shift + Right Arrow	Move cursor right with single letter selection
Ctrl +Right Arrow	Go to right side next word
Ctrl + Left Arrow	Go to left side next word
Ctrl +Shift + Right Arrow	Go to right with selected word by word
Ctrl + Shift +Left Arrow	Go to left with selected word by word
Arrow Up	Move cursor up one line
Shift + Arrow Up	Selecting lines in upward direction
Ctrl +Up Arrow	Move cursor to beginning the paragraph

Ctrl +Shift +Up Arrow	Select to beginning the paragraph
Down Arrow	Move cursor down one line
Home	Go to beginning of line
Shift +Home	Go to selecting the beginning of line
End	Go to end of the line
Shift +End	Go to selecting end of the line
Ctrl +Home	Go to beginning of the document
Ctrl +End	Go to end of the document
Ctrl +Shift +Home	Go to selecting to beginning of the document
Ctrl + Shit +End	Go to selecting to end of the document
Ctrl +Alt +E	Extension Manager dialog box
F1	Help
F2	Formula Bar
Ctrl+F2	Insert Field
F3	Complete Auto Text
Ctrl+F3	Auto Text
F5	Navigator Show/Hide
Ctrl +Shift + F5	Go to Page number
F7	Spelling Check
Shift +F7	Auto Spelling Check
Ctrl +F7	Thesaurus
Ctrl +F10	Show Formatting Mark
F11	Manage Style
F12	Insert Number List
Ctrl+F12	Insert Table
Shift +F12	Insert bullets
Alt +F12	Option LibreOffice User data
Ctrl +Shift +F12	Number list and bullet list off
Ctrl +F5	Show/Hide Side bar
Ctrl +0	Text Body
Ctrl +1	Apply Heading 1
Ctrl +2	Apply Heading 2
Ctrl +3	Apply Heading 3

Spreadsheet Libre Office (Calc)

Extension - .ods

Ctrl +A	Select all worksheet
Home	Move cursor to the first cell of the current row
End	Move the cursor to the last edited cell of the current row
Ctrl +Home	Move the cursor to the first cell of the sheet
Ctrl +End	Move the cursor to the last edited cell of the sheet
Ctrl + +	Insert Cells
Ctrl + -	Delete Cells
Ctrl + ;	Insert Date
Shift + Ctrl +;	Insert Time
Ctrl +P	Print
Ctrl +Shift +O	Print Preview
Ctrl +S	Save
Ctrl +Shift +S	Save as
Ctrl +Alt +Enter	Create New line in cell
Ctrl +Tab	Go to Next Sheet
Shift +Ctrl +Tab	Go to Previous Sheet
Ctrl +Alt +C	Insert Comment
Ctrl +K	Insert Hyperlink
Ctrl +Right Arrow	Move the cursor to the right edge of the current data range.
Ctrl + Left Arrow	Move the cursor to the left edge of the current data range.
Ctrl +Shift +Right Arrow	Select all the containing data from current cell to the right
Ctrl +Shit +Let Arrow	Select all the containing data from current cell to the left
Ctrl +Shift +Up Arrow	Select all the containing data from current cell to the top
Ctrl +Shift +Down Arrow	Select all the containing data from current cell to the bottom
F1	Help
F2	Edit the active cell
Ctrl +F2	Open the function wizard
Alt +Right Arrow	Increase the width of the current column
Alt +Left Arrow	Decrease the width of the current column
Alt +Down Arrow	Increase the Height of the current row
Ctrl + Up Arrow	Decrease the height of the current row
F5	Navigator Show/Hide
7	Check Spelling in the current sheet
F12	Group the selected data range
Ctrl +F12	Ungroup the selected data range
Ctrl +Shift +1	Format as number
Ctrl +Shift +2	Standard Exponential Format
Ctrl +Shift +3	Format as date
Ctrl +Shit +4	Format as currency
Ctrl +Shift +5	Format as Percent
Ctrl +Shift +6	General
Ctrl +F5	Show/Hide Side bar

Ctrl +Q	Exit LibreOffice
Ctrl+Shift +N	Insert a new Template
Ctrl+ W	Close the Calc window
F11	Style
Ctrl +Shift +J	View Full Screen

Libre Office (Impress) Presentation

Extension - .odp

Ctrl +S	Save a document
Ctrl +Shift +S	Save as a copy
Ctrl +P	Print
Ctrl+Shift +O	Print Preview
F2	Text Box
Shift +F3	Duplicate
F4	Position and Size
F5	View Slide Show
Shift +F5	View Current Slide Show
Ctrl +Shift +F5	Navigator
F7	Spelling Check
Ctrl +Shift + F8	Fit text to frame
F11	Style
Home	Jump to First Slide in the slide show
End	Jump to last slide in the slide show
Esc	End Slide Show
Alt Page Down	Go to next slide without playing effect
Page Down	Go to Next Slide
Spacebar	
Right Arrow	
N	
Down Arrow	
Enter Key	Go to Previous Slide
Page Up	
P	
Up Arrow	
Left Arrow	Go to pervious slide without playing effect
Alt +Page Up	
Number+ Enter	Go to a Particular Slide Or Go to Direct Slide Number
B	Show Black Screen
W	Show White Screen
Press * in Numerical Key Pad	Fit in Page in window
Press / Key in Numeric Key Pad	Zoom in current selection
Shift +Ctrl + G	Group

Shift +Ctrl +Alt + A	Ungroup
Ctrl + +	Bring to Front
Shift +Ctrl + +	Bring to forward
Ctrl + -	Send Backward
Shift +Ctrl + -	Send to Back
Shift +Enter	Line break without Paragraph
Shift + Arrow Left	Move cursor with selection to the left
Ctrl +Arrow Left	Go to beginning of the word
Ctrl +Right Arrow	Go to end of the word
Shift + Right Arrow	Move cursor with the selection to the right
Ctrl +Shift + Right Arrow	Selecting to the Right word by word
Ctrl +Shift + left Arrow	Selecting to the left word by word
Home	Go to beginning of the line
End	Go to end of the line
Ctrl +Delete	Delete word to right of the cursor
Ctrl +Back Space	Delete word to left of the cursor
Ctrl+Shift+Delete	Delete a line to the right of the cursor
Ctrl +Shift + Back space	Delete a line to the left of the cursor
Ctrl +Drag	Create a copy

Web Browser Shortcut Keys

Short Key	Descriptions
Home	Top of page
End	Bottom of page
Ctrl + H	Open the browsing history
Ctrl + J	Open the download history
Ctrl + D	Bookmark the current website
Ctrl +shift + Del	Open the clear browsing history window
Ctrl + P	Print the current page
Ctrl + S	Save the current page to your computer

Ctrl + O	Open a file from your computer
Ctrl + U	Open the current pages source code (not in IE)
Ctrl +0	Default zoom level
F11	Full-screen mode
Ctrl + 1-8	Switch to the specified tab. Counting from the left
Ctrl +9	Switch to the last tab
Ctrl +Tab	Switch to the next Tab (the tab on the right)
Ctrl + F4	Close the current tab
Ctrl +T	Open a new tab
Ctrl + N	Open a new browser window
Alt +F4	Close the current window
F5	Reload
Escape	Stop
Alt+Home	Open home page
Ctrl and +/ Ctrl + Mousewheel Up	Zoom in
Ctrl and -/ Ctrl +mousewheel Down	Zoom out