



LibreOffice Writer cheat sheet

Function keys

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| F2 | Formula Bar |
| Ctrl + F2 | Insert Fields |
| F3 | Complete AutoText |
| Ctrl + F3 | Edit AutoText |
| F4 | Open Data Source View |
| Shift + F4 | Select next frame |
| F5 | Navigator on/off |
| Ctrl + Shift + F5 | Navigator on, go to page number |
| F7 | Spellcheck |
| Ctrl + F7 | Thesaurus |
| F8 | Extension mode |
| Ctrl + F8 | Field shadings on / off |
| Shift + F8 | Additional selection mode |
| Ctrl + Shift + F8 | Block selection mode |
| F9 | Update fields |
| Ctrl + F9 | Show fields |
| Shift + F9 | Calculate Table |
| Ctrl + Shift + F9 | Update Input Fields and Input Lists |
| Ctrl + F10 | Nonprinting Characters on/off |
| F11 | Styles and Formatting window on/off |
| Shift + F11 | Create Style |
| Ctrl + F11 | Sets focus to Apply Style box |
| Ctrl + Shift + F11 | Update Style |
| F12 | Numbering on |
| Ctrl + F12 | Insert or edit Table |
| Shift + F12 | Bullets on |
| Ctrl + Shift + F12 | Numbering / Bullets off |

General

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| Ctrl + B | Bold |
| Ctrl + I | Italic |
| Ctrl + V | Paste |
| Ctrl + A | Select All |
| Ctrl + J | Justify |
| Ctrl + D | Double Underline |
| Ctrl + E | Centered |

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| Ctrl + H | Find and Replace |
| Ctrl + Shift + P | Superscript |
| Ctrl + L | Align Left |
| Ctrl + R | Align Right |
| Ctrl + Shift + B | Subscript |
| Ctrl + Y | Redo last action |
| Ctrl + 0 | Apply Text Body paragraph style |
| Ctrl + 1 | Apply Heading 1 paragraph style |
| Ctrl + 2 | Apply Heading 2 paragraph style |
| Ctrl + 3 | Apply Heading 3 paragraph style |
| Ctrl + 4 | Apply Heading 4 paragraph style |
| Ctrl + 5 | Apply Heading 5 paragraph style |
| Ctrl + + | Calculates the selected text and copies the result to the clipboard |
| Ctrl + - | Soft hyphens; hyphenation set by you. |
| Ctrl + Shift + - | Non-breaking hyphen (is not used for hyphenation) |
| Ctrl + Num * | Run macro field |
| Ctrl + Shift + Space | Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified |
| Shift + Enter | Line break without paragraph change |
| Ctrl + Enter | Manual page break |
| Ctrl + Shift + Enter | Column break in multicolumnar texts |
| Alt + Enter | Inserting a new paragraph without numbering inside a list. Does not work when the cursor is at the end of the list. |
| Alt + Enter | Inserting a new paragraph directly before or after a section, or before a table. |
| Left arrow | Move cursor to left |
| Shift + Left arrow | Move cursor with selection to the left |
| Ctrl + Left arrow | Go to beginning of word |
| Ctrl + Shift + Left arrow | Selecting to the left word by word |
| Right arrow | Move cursor to right |
| Shift + Right arrow | Move cursor with selection to the |

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| | right |
| Ctrl + Right arrow | Go to start of next word |
| Ctrl + Shift + Right arrow | Selecting to the right word by word |
| Up arrow | Move cursor up one line |
| Shift + Up arrow | Selecting lines in an upwards direction |
| Ctrl + Up arrow | Move cursor to beginning of the previous paragraph |
| Ctrl + Shift + Up arrow | Select to beginning of paragraph. Next keystroke extends selection to beginning of previous paragraph |
| Down arrow | Move cursor down one line |
| Shift + Down arrow | Selecting lines in a downward direction |
| Ctrl + Down arrow | Move cursor to beginning of next paragraph. |
| Ctrl + Shift + Down arrow | Select to end of paragraph. Next keystroke extends selection to end of next paragraph |
| Home | Go to beginning of line |
| Home + Shift | Go and select to the beginning of a line |
| End | Go to end of line |
| End + Shift | Go and select to end of line |
| Ctrl + Home | Go to start of document |
| Ctrl + Home + Shift | Go and select text to start of document |
| Ctrl + End | Go to end of document |
| Ctrl + End + Shift | Go and select text to end of document |
| Ctrl + Page Up | Switch cursor between text and header |
| Ctrl + Page Down | Switch cursor between text and footer |
| Insert | Insert mode on/off |
| Page Up | Screen page up |
| Shift + Page Up | Move up screen page with selection |
| Page Down | Move down screen page |
| Shift + Page Down | Move down screen page with selection |

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| Ctrl + Del | Delete text to end of word |
| Ctrl + Backspace | Delete text to beginning of word |
| Ctrl + Backspace | (in a list) Delete an empty paragraph in front of the current paragraph |
| Ctrl + Del + Shift | Delete text to end of sentence |
| Ctrl + Shift + Backspace | Delete text to beginning of sentence |
| Ctrl + Tab | Next suggestion with Automatic Word Completion |
| Ctrl + Shift + Tab | Use previous suggestion with Automatic Word Completion |
| Ctrl + Alt + Shift + V | Paste the contents of the clipboard as unformatted text. |
| Ctrl + Double click or Ctrl + Shift + F10 | Use this combination to quickly dock or undock the Navigator, Styles and Formatting window, or other windows |
| Ctrl + Alt + C | Insert new comment |

Paragraphs and Heading Levels

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| Ctrl + Alt + Up arrow | Move the active paragraph or selected paragraphs up one paragraph |
| Ctrl + Alt + Down arrow | Move the active paragraph or selected paragraphs down one paragraph |
| Tab | The heading in format "Heading X" (X = 1-9) is moved down one level in the outline |
| Shift + Tab | The heading in format "Heading X" (X = 2-10) is moved up one level in the outline |
| Ctrl + Tab | At the start of a heading: Inserts a tab stop. Depending on the Window Manager in use, Alt + Tab may be used instead. To change the heading level with the keyboard, first position the cursor in front of the heading |

Tables

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| Ctrl + A | If the active cell is empty: selects the whole table. Otherwise: selects the contents of the active |
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| | cell. Pressing again selects the entire table |
| 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 |
| 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 |
| Ctrl + Tab | Inserts a tab stop (only in tables). Depending on the Window Manager in use, Alt + Tab may be used instead |
| Alt + Arrow keys | Increases/decreases the size of the column/row on the right/bottom cell edge |
| Alt + Shift + Arrow keys | Increase/decrease the size of the column/row on the left/top cell edge |
| Alt + Ctrl + Arrow keys or Ctrl + Alt + Shift + Arrow keys | Like Alt, but only the active cell is modified |
| Alt + Insert | 3 seconds in Insert mode, Arrow Key inserts row/column, Ctrl + Arrow Key inserts cell |
| Alt + Del | 3 seconds in Delete mode, Arrow key deletes row/column, Ctrl + Arrow key merges cell with neighboring cell |
| 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 |
| Shift + Ctrl + Del | 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 |

Shift + Ctrl + Del 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

Shift + Ctrl + Del 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

Moving and resizing frames, graphics and objects

Esc Cursor is inside a text frame and no text is selected: Escape selects the text frame

Esc (when text frame is selected) Clears the cursor from the text frame

F2 If a text frame is selected: positions the cursor to the end of the text in the text 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

Enter If a text frame is selected: positions the cursor to the end of the text in the text 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

Alt + Arrow keys Move object

Alt + Ctrl + Arrow keys Resizes by moving lower right corner

Alt + Ctrl + Shift + Arrow keys Resizes by moving top left corner

Ctrl + Tab Selects the anchor of an object (in Edit Points mode)

Source: LibreOffice help

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More information: defkey.com/ar/libreoffice-writer-shortcuts

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