



LibreOffice Writer cheat sheet

Function keys

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

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

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

	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

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

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

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)

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

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