

# LibreOffice Calc cheat sheet

## General

Alt + Enter	Fill a selected cell range with the formula that you entered on the Input line
Alt + Shift + Enter	Apply the cell format of the input cell to the entire cell range
Shift + Ctrl + Enter	Create a matrix in which all the cells contain the same information. Components of the matrix cannot be edited
Ctrl	To select multiple cells in different areas of a sheet, hold down Ctrl and drag in the different areas
Ctrl	To select multiple sheets in a spreadsheet, hold down Ctrl, and then click the name tabs at the lower edge of the workspace.
Ctrl + Enter	To insert a manual line break in a cell, click in the cell, and then press Ctrl + Enter

## Navigating

Ctrl + End	Moves the cursor to the last cell on the sheet that contains data
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
Ctrl + Page Up	Moves one sheet to the left
Ctrl + Page Up	In the print preview: Moves to the previous print page
Ctrl + *	where (*) is the multiplication sign on the numeric key pad
Ctrl + /	where (/) is the division sign on the numeric key pad
Ctrl + `	Displays or hides the formulas instead of the values in all cells (see note below this table)

## Function keys

Shift + Ctrl + F2	Moves the cursor to the Input line where you can enter a formula for the current cell
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Shift + F5	Traces dependents
Shift + Ctrl + F5	Moves the cursor from the Input line to the Sheet area box
Ctrl + F8	Highlights cells containing values
Alt + Up arrow	Decreases the height of current row (only in OpenOffice.org legacy compatibility mode)

## Formatting cells

Ctrl + Shift + 5	Standard percentage format (two decimal places)
Ctrl + Shift + 6	Standard format

## Using the pivot table

Source: LibreOffice help

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More information: [defkey.com/libreoffice-calc-shortcuts?filter=basic](https://defkey.com/libreoffice-calc-shortcuts?filter=basic)

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