

# LibreOffice cheat sheet

## General

Some of the shortcut keys may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to LibreOffice. Try to assign different keys either for LibreOffice, in Tools - Customize - Keyboard, or in your desktop system.

Shift + Left click + Move the mouse	While dragging items with mouse, hold Shift, Ctrl or Alt key to access modified features. The cursor will change to highlight the activated feature
Ctrl + Del	Delete everything from the cursor position to the end of the word
Ctrl + Z	Undo modifications one step at a time

## Controlling dialogs

Enter	Activates the focused button in a dialog
Esc	Terminates the action or dialog. If in LibreOffice Help: goes up one level

## Controlling documents and windows

Ctrl + Shift + R	Redraws the document view
F1	Starts the LibreOffice Help
Shift + F1	Context Help
Shift + F2	Turns on Extended Tips for the currently selected command, icon or control

## Editing and formatting documents

Ctrl + Alt + Shift + V	Pastes unformatted text from the clipboard. The text is pasted using the format that exists at the insertion point
Ctrl + B	The Bold attribute is applied to the selected area. If the cursor is positioned in a word, this word is also put in bold
Ctrl + U	The Underlined attribute is applied to the selected area. If the cursor is positioned in a

	word, this word is also underlined
Ctrl + M	Removes direct formatting from selected text or objects (as in Format - Clear Direct Formatting)

## New Theme area of the Gallery

Ctrl + U	Refreshes the selected theme
----------	------------------------------

## Gallery preview area

Ctrl + I	Inserts a copy of the selected object into the current document
Ctrl + T	Opens the Enter Title dialog
Ctrl + P	Switches between themes view and object view

## Selecting rows and columns in a database table

Ctrl + Page Down	Moves pointer to the last row
------------------	-------------------------------

## Drawing objects

Select the toolbar with F6. Use the Down Arrow and Right Arrow to select the desired toolbar icon and press Ctrl+Enter: Inserts a Drawing Object.

Ctrl + F6 then Tab	Selects a Drawing Object
Esc	Edit a point of a drawing object (Point Edit mode)

*Last modification: 2/5/2020 6:59:51 AM*

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

[Customize this PDF...](#)