LibreOffice
The Document Foundation

Calc Keyboard Shortcuts

File		Edit		Help	
Create a New Spreadsheet	**CTRL + N**	Cut Selected Items	**CTRL + X**	Help	**F1**
Open a Spreadsheet	**CTRL + O**	Copy Selected Items	**CTRL + C**	What's This?	**SHIFT + F1**
Save Current Spreadsheet	**CTRL + S**	Paste From Clipboard	**CTRL + V**	Show Tooltip for Selected Item	**SHIFT + F2**
Print Current Spreadsheet	**CTRL + P**	Paste Special	**CTRL + SHIFT + V**		
Close Current Spreadsheet	**CTRL + F4**	Select All	**CTRL + A**		

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Impress Keyboard Shortcuts

File		Edit		Help	
Create a New Presentation	**CTRL + N**	Cut Selected Items	**CTRL + X**	Help	**F1**
Open a Presentation	**CTRL + O**	Copy Selected Items	**CTRL + C**	What's This?	**SHIFT + F1**
Save Current Presentation	**CTRL + S**	Paste From Clipboard	**CTRL + V**	Show Tooltip for Selected Item	**SHIFT + F2**
Print Presentation Slides	**CTRL + P**	Paste Special	**CTRL + SHIFT + V**		
Close Current Presentation	**CTRL + F4**	Select All	**CTRL + A**		

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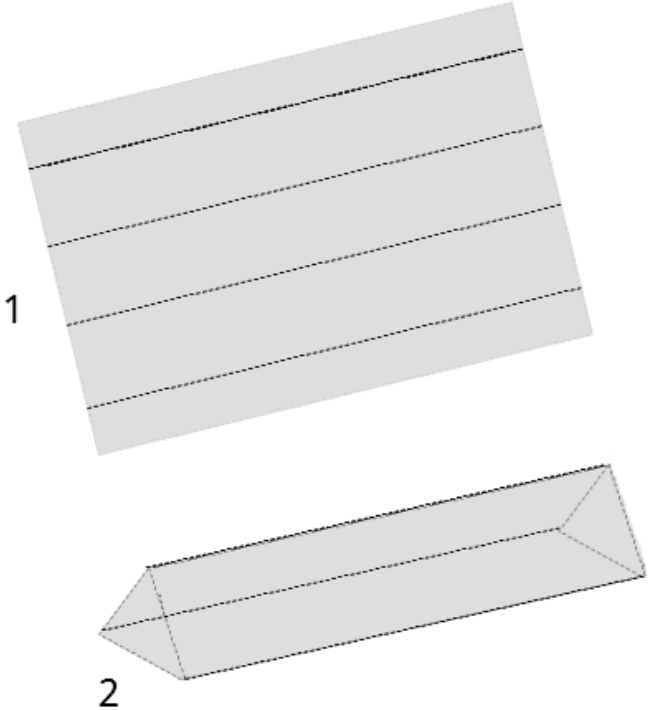
Math Keyboard Shortcuts

File		Edit		Help	
Create a New Formula	**CTRL + N**	Cut Selected Items	**CTRL + X**	Help	**F1**
Open a Formula	**CTRL + O**	Copy Selected Items	**CTRL + C**	What's This?	**SHIFT + F1**
Save Current Formula	**CTRL + S**	Paste From Clipboard	**CTRL + V**	Show Tooltip for Selected Item	**SHIFT + F2**
Print Current Formula	**CTRL + P**	Paste Special	**CTRL + SHIFT + V**		
Close Current Formula	**CTRL + F4**	Select All	**CTRL + A**		

Instructions:

1. Print the reference card on card stock or paper
2. Fold along the dotted lines
3. Tape the top and bottom ends together as shown to form a triangular tube
4. Display



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Please direct any comments or suggestions about this document to: documentation@global.libreoffice.org.

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