

Writer Keyboard Reference

File	Edit	Help
Create a new document Ctrl + N	Cut selected items Ctrl + X	Help F1
Open a document Ctrl + O	Copy selected items Ctrl + C	What's This? Shift + F1
Save the current document Ctrl + S	Paste from clipboard Ctrl + V	Show tip for selected item Shift + F2
Print a document Ctrl + P	Paste Special Ctrl + Shift + V	
Close the current document Ctrl + F4	Select all Ctrl + A	

Calc Keyboard Reference

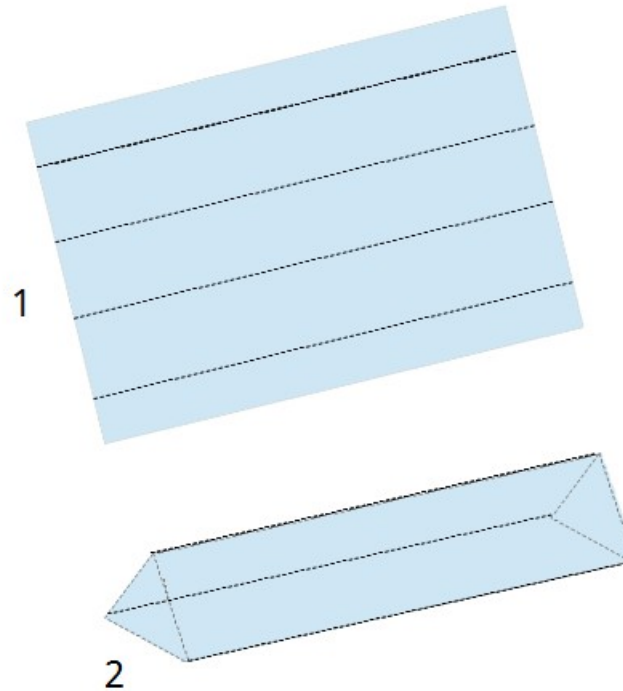
File	Edit	Help
Create a new spreadsheet Ctrl + N	Cut selected items Ctrl + X	Help F1
Open a spreadsheet Ctrl + O	Copy selected items Ctrl + C	What's This? Shift + F1
Save the current spreadsheet Ctrl + S	Paste from clipboard Ctrl + V	Show tip for selected item Shift + F2
Print a spreadsheet Ctrl + P	Paste Special Ctrl + Shift + V	
Close the current spreadsheet Ctrl + F4	Select all Ctrl + A	

Impress Keyboard Reference

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 the current presentation Ctrl + S	Paste from clipboard Ctrl + V	Show tip for selected item Shift + F2
Print a presentation (slides) Ctrl + P	Paste Special Ctrl + Shift + V	
Close the current presentation 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 to form a triangular tube
4. Display



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Ron Faile Jr.

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