



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		



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		



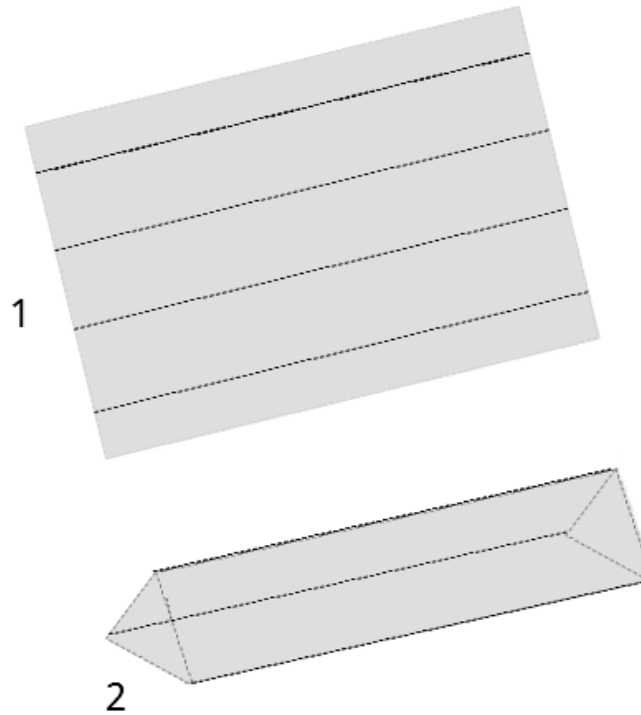
Base Keyboard Shortcuts



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