



Calc Guide

Appendix A

Keyboard Shortcuts

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Contributors

This book is adapted and updated from the *LibreOffice 4.1* Calc Guide.

To this edition

Zachary Parliman

Steve Fanning

To previous editions

Barbara Duprey

Jean Hollis Weber

Simon Brydon

Richard Barnes

Peter Kupfer

Iain Roberts

Magnus Adielsson

Sandeep Samuel Medikonda

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org



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Introduction

In this chapter, you will find a set of keyboard shortcuts for LibreOffice Calc. These shortcuts allow you to quickly execute commands without using a pointing device such as a mouse or a trackball. Many of these shortcuts can also be found in LibreOffice Help, which is accessed online at <http://help.libreoffice.org/>.

You can define your own shortcuts or change existing shortcuts by going to **Tools > Customize > Keyboard** in the Menu bar. See Chapter 14, Setting up and Customizing Calc, for further instructions. Some of the formatting and editing shortcuts listed here are described in Chapter 2, Entering, Editing, and Formatting Data.



Caution

Be careful when reassigning predefined shortcuts. Although you can reset shortcut keys back to LibreOffice defaults, changing common hotkeys, such as *F1* for Help, can cause confusion and frustration, especially if other users share your computer.

Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. Table 1 gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

Table 1: macOS shortcut substitutions

Windows or Linux	macOS equivalent	Effect
Tools > Options menu	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control + click</i> or <i>right-click</i> , depending on computer setup	Open a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F5</i>	<i>Shift + ⌘ + F5</i>	Open the Navigator
<i>F11</i>	⌘ + <i>T</i>	Open the sidebar Styles panel

Insertion and editing shortcuts

Table 2: Insertion and editing shortcuts

Shortcut Keys	Effect
<i>Esc</i>	Cancels the current cell edit.
<i>Backspace</i>	Opens the Delete Contents dialog.
<i>Delete</i>	Deletes cell contents without a dialog. Does not remove formatting.
<i>Insert</i>	
<i>Ctrl+Shift+V</i> (after copying data)	Opens the Paste Special dialog.
<i>Alt+Enter</i> (after selecting a range)	Fills the selected cell range with the formula that you entered on the input line.
<i>Ctrl+Enter</i> (while editing a cell)	Inserts a manual line break in the current cell.

Shortcut Keys	Effect
<i>Ctrl+Shift+Enter</i> (after selecting a cell range)	Creates a matrix in the current range using the information entered on the input line. You cannot make edits to the individual matrix range cells.
<i>Ctrl+D</i> (after selecting a cell range)	Fills the selected range with the contents of its top-most cells.
<i>Ctrl+;</i>	Inserts the current date into the cursor cell. If the time has already been added, then it is changed to a combined date and time stamp.
<i>Ctrl+Shift+;</i>	Inserts the local time into the current cell. If the date has already been added, then it is changed to a combined date and time stamp.
<i>Ctrl+'</i> (single apostrophe)	Copies the contents of the cell above the cursor into the current cell, but remains in Edit mode so that you can make further changes.
<i>Ctrl++</i>	Opens the Insert Cells dialog. The plus sign (+) is the one on the number pad, not the main keyboard.
<i>Ctrl+-</i>	Opens the Delete Cells dialog.

Navigation and selection shortcuts



Note

In Table 3 and following, the term *data range* refers specifically to a contiguous cell range that contains data and is bounded by empty rows and columns.

Arrow key shortcuts

Table 3: Arrow key shortcuts

Shortcut Keys	Effect
<i>Arrow keys (Down, Up, Left, Right)</i>	Moves the cursor one cell in the direction of the arrow.
<i>Alt+Down Arrow</i>	Opens a drop-down selection list of text items that have been previously typed into other cells in the same column.
<i>Alt+Left Arrow</i>	Decreases the width of the current column.
<i>Alt+Right Arrow</i>	Increases the width of the current column.
<i>Alt+Shift+Arrow</i>	Optimizes the column width or row height based on the current cell.
<i>Ctrl+Arrow</i>	Moves the cursor in the direction of the arrow to the edge of the current data range. If the cell adjacent to the cursor is empty, the cursor will move to the next cell that contains data.
<i>Shift+Arrow</i>	Selects the adjacent cell or cells (if multiple are selected) located in the direction of the arrow. Pressing this shortcut again will extend the selection by one more cell.
<i>Ctrl+Shift+Arrow</i>	Selects all cells containing data from the cursor to the edge of the current data range in the direction of the arrow. Can be used to select multiple rows or columns at once.

Home and End key shortcuts

Table 4: Home and End key shortcuts

Shortcut Keys	Effect
<i>Home</i>	Moves the cursor to the first cell of the current row.
<i>End</i>	Moves the cursor along the current row to the cell in the last column containing data in the sheet.
<i>Ctrl+Home</i>	Moves the cursor to the first cell (A1) in the current sheet.
<i>Ctrl+End</i>	Moves the cursor to the cell in the last column and row that contain data in the current sheet.
<i>Shift+Home</i>	Selects cells from the cursor to the first cell of the current row.
<i>Shift+End</i>	Selects cells along the current row from the cursor to the cell in the last column containing data in the sheet.
<i>Ctrl+Shift+Home</i>	Selects all cells from the cursor to the first cell (A1) in the current sheet.
<i>Ctrl+Shift+End</i>	Selects all cells from the cursor to the cell in the last column and row that contain data in the current sheet.

Page key shortcuts

Table 5: Page key shortcuts

Shortcut Keys	Effect
<i>Page Up</i>	Moves up one screen page.
<i>Page Down</i>	Moves down one screen page.
<i>Alt+Page Up</i>	Moves one screen page to the left.
<i>Alt+Page Down</i>	Moves one screen page to the right.
<i>Ctrl+Page Up</i> <i>Ctrl+Shift+Tab</i>	Moves to the previous sheet or to the previous page if you are in the print preview.
<i>Ctrl+Page Down</i> <i>Ctrl+Tab</i>	Moves to the next sheet or to the next page if you are in the print preview.
<i>Shift+Page Up</i>	Selects cells from the cursor to the row one page up. If the shortcut is used again, it extends the existing selection up one more page.
<i>Shift+Page Down</i>	Selects cells from the cursor to the row one page down. If the shortcut is used again, it extends the existing selection down one more page.
<i>Alt+Shift+Page Up</i>	Selects cells from the cursor to the column one page to the left. If the shortcut is used again, it extends the existing selection by one more page.
<i>Alt+Shift+Page Down</i>	Selects cells from the cursor to the column one page to the right. If the shortcut is used again, it extends the existing selection by one more page.
<i>Ctrl+Shift+Page Up</i>	Moves to the previous sheet and adds it to the current sheet selection. If every sheet in the document is already selected, then only this sheet will remain selected.
<i>Ctrl+Shift+Page Down</i>	Moves to the next sheet and adds it to the current sheet selection. If every sheet in the document is already selected, then only this sheet will remain selected.

Other hotkey shortcuts

Table 6: Other hotkey shortcuts

Shortcut Keys	Effect
<i>Enter</i> (while in a selected range)	Moves the cursor to the next cell in the selected range, from top to bottom, then left to right. To specify in which direction the cursor moves, go to Tools > Options > LibreOffice Calc > General in the Menu bar.
<i>Ctrl+Space</i>	Selects the current column or extends the existing selection to all respective columns.
<i>Shift+Space</i>	Selects the current row or extends the existing selection to all respective rows.
<i>Ctrl+Shift+Space</i>	Selects all cells in the current sheet.
<i>Ctrl+]</i>	Selects the cells that are dependent on the current cell.
<i>Ctrl+[</i>	Selects the cells on which the current cell is dependent.
<i>Shift+Backspace</i>	Deselects the current cell selection without deleting contents.
<i>Ctrl+Backspace</i>	Refocuses the view back on the cursor if it is not currently in view.
<i>Ctrl+*</i>	Selects the data range that contains the cursor. The asterisk (*) is the multiplication sign on the number pad, not the one on the main keyboard.
<i>Ctrl+/</i>	Selects the matrix formula range that contains the cursor.
<i>Ctrl+`</i>	Shows or hides formulas instead of values in all formula cells. The ` key is next to the 1 key on most English keyboards.

Mouse selection shortcuts

Table 7: Mouse selection shortcuts

Shortcut Keys	Effect
Hold <i>Ctrl</i> and select cells with the mouse	Allows you to select multiple cell ranges in different areas of the current sheet.
Hold <i>Ctrl</i> and select sheet tabs	Allows you to select multiple sheets in the current document. Clicking on a sheet that is not in view, but is selected, will remove it from the current sheet selection.
Hold <i>Shift</i> and select a sheet tab	Adds all sheets from the sheet in view to the selected sheet into the current sheet selection.

Function key shortcuts

Table 8: Function key shortcuts

Shortcut Keys	Effect
<i>F1</i>	Displays the LibreOffice help browser.
<i>Shift+F1</i>	Displays context help.
<i>Ctrl+F1</i>	Displays the comment attached to the current cell.
<i>F2</i>	Switches to Edit mode and places the cursor at the end of the current cell's contents. If the cursor is in a dialog input box that has a minimize button associated with it, the dialog will be hidden while the input box remains visible. Press <i>F2</i> again to show the whole dialog.

Shortcut Keys	Effect
<i>Ctrl+F2</i>	Opens the Function Wizard.
<i>Ctrl+Shift+F2</i>	Moves the cursor to the input line, where you can enter a formula for the current cell.
<i>Ctrl+F3</i>	Opens the <i>Manage Names</i> dialog.
<i>F4</i>	Cycles through relative and absolute references in the input field (for example, A1, \$A\$1, \$A1, or A\$1).
<i>Ctrl+Shift+F4</i>	Hides or shows the <i>Data Sources</i> explorer.
<i>F5</i>	Hides or shows the <i>Navigator</i> .
<i>Shift+F5</i>	Traces dependents. Arrows will point from source cells to dependent formula cells.
<i>Shift+F9</i>	Traces precedents. Arrows will point from source cells to dependent formula cells.
<i>Ctrl+F5</i>	Hides or shows the Sidebar.
<i>Ctrl+Shift+F5</i> <i>Ctrl+Shift+T</i>	Moves the cursor to the sheet area drop-down box.
<i>F7</i>	Checks spelling in the current sheet.
<i>Ctrl+F7</i>	Opens the Thesaurus if the current cell contains text.
<i>F8</i>	Switches between the standard and extended selection modes. In this mode, you can use the arrow keys to extend a selection of cells. You can also click in another cell to extend the selection.
<i>Ctrl+F8</i>	Highlights cells using different font colors. Text is black, formulas are green, and numbers are blue.
<i>Shift+F8</i>	Switches between the standard and add selection modes. In this mode, you can add individual cells to a range with the mouse.
<i>F9</i>	Recalculates changed formulas in the current sheet. If AutoCalculate is enabled, then this shortcut will only affect functions like RAND and NOW. To toggle AutoCalculate, click on Data > Calculate > AutoCalculate in the Menu bar.
<i>Ctrl+F9</i>	Updates the selected chart.
<i>Ctrl+Shift+F9</i>	Recalculates all formulas in all sheets. If AutoCalculate is enabled, then this shortcut will only affect functions like RAND and NOW.
<i>F11</i>	Opens the Styles window, where you can apply a formatting style to the contents of the cell or to the current sheet.
<i>Shift+F11</i>	Opens the <i>Save As Template</i> dialog, where you can create a document template.
<i>Ctrl+Shift+F11</i>	Updates the templates.
<i>F12</i>	Groups the selected data range as part of an outline.
<i>Ctrl+F12</i>	Ungroups the selected data range from an outline.

Cell formatting shortcuts



Note

The numbered shortcut keys in Table 9, apart from *Ctrl+1*, do **not** use the number keys on the number pad, but rather those on the main keyboard.

Table 9: Cell formatting shortcuts

Shortcut Keys	Effect
<i>Ctrl+1</i>	Opens the Format Cells dialog.
<i>Ctrl+Shift+1</i>	Number format with two decimal places and the thousands separator
<i>Ctrl+Shift+2</i>	Standard exponential format
<i>Ctrl+Shift+3</i>	Standard date format
<i>Ctrl+Shift+4</i>	Standard currency format
<i>Ctrl+Shift+5</i>	Standard percentage format with two decimal places
<i>Ctrl+Shift+6</i>	Standard format
<i>Ctrl+M</i>	Clears all formatting in the current cell.

Pivot table shortcuts

Shortcut Keys	Effect
<i>Tab</i>	Changes the focus by moving forwards through the elements of the Pivot Table Layout dialog.
<i>Shift+Tab</i>	Changes the focus by moving backwards through the elements of the Pivot Table Layout dialog.
<i>Arrow keys</i>	Moves the focus one item in the direction of the arrow in the current dialog area.
<i>Home</i>	Selects the first item in the current dialog area.
<i>End</i>	Selects the last item in the current dialog area.
<i>Alt</i> and the underlined character in one of the dialog field names.	Copies or moves the current field into the <i>Row (Alt+R)</i> , <i>Column (Alt+F)</i> , <i>Data (Alt+D)</i> , <i>Page (Alt+P)</i> , or <i>Available (Alt+A) Fields</i> areas, depending on which one you select.
<i>Alt+O</i>	Opens / closes the <i>Options</i> area on the Pivot Table Layout dialog.
<i>Alt+S</i>	Opens / closes the <i>Source and Destination</i> area on the Pivot Table Layout dialog.
<i>Delete</i>	Removes the current field from the area.

Chart shortcuts



Tip

You can use the *Alt* keys with the Arrow keys and plus (+) and minus (-) keys to move elements with a finer degree of movement for more accuracy.

Table 10: Chart shortcuts

Shortcut Keys	Effect
<i>Tab</i>	Selects the next chart element.
<i>Shift+Tab</i>	Selects the previous chart element.
<i>Home</i>	Selects the first chart element.
<i>End</i>	Selects the last chart element.
<i>Esc</i>	Cancels selection.
<i>Arrow keys</i>	Moves the element in the direction of the arrow.
<i>Arrow keys in pie charts</i>	Moves the selected pie segment in the direction of the arrow.
<i>F2 in titles</i>	Enters text input mode.
<i>F3 in legends and data series</i>	Opens groups so that you can edit the individual components.
<i>Ctrl+F3 in legends and data series</i>	Exits groups.
<i>+/-</i>	Enlarges or shrinks the chart.
<i>+/- in pie charts</i>	Moves the selected pie segment off or into the pie chart.

Outline accessibility shortcuts

To use these shortcuts, press *F6* or *Shift+F6* until the vertical or horizontal outline window has the focus.

Table 11: Outline accessibility shortcuts

Shortcut Keys	Effect
<i>Tab</i>	Cycles through each outline indicator from top to bottom or left to right.
<i>Shift+Tab</i>	Cycles through each outline indicator in the opposite direction.
<i>Ctrl+1 to Ctrl+8</i>	Show all levels up to the specified number while hiding all higher-numbered levels in the outline.
<i>+/-</i>	Shows (+) or hides (-) the focused outline group.
<i>Enter</i>	Activates the focused indicator button.
<i>Arrow keys</i>	Cycles through indicator buttons in the direction of the arrow.