

## Calc Keyboard Reference

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

## Impress Keyboard Reference

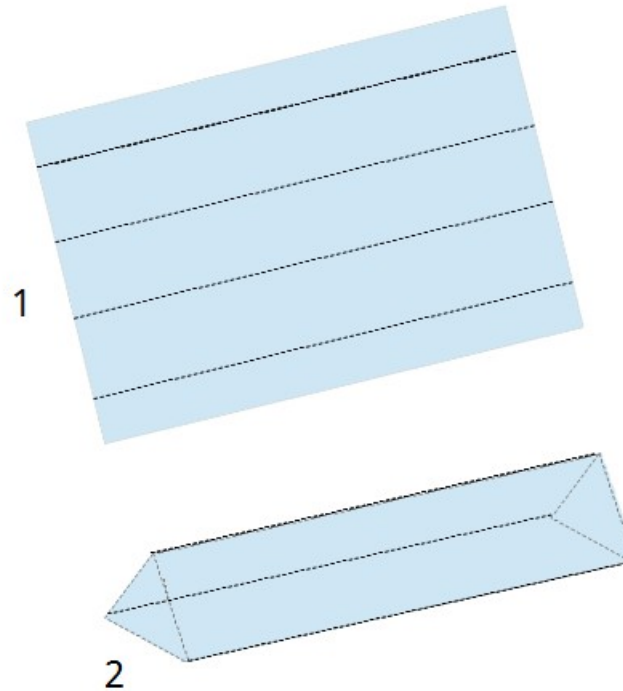
File	Edit	Help
Create a new presentation <b>Ctrl + N</b>	Cut selected items <b>Ctrl + X</b>	Help <b>F1</b>
Open a presentation <b>Ctrl + O</b>	Copy selected items <b>Ctrl + C</b>	What's This? <b>Shift + F1</b>
Save the current presentation <b>Ctrl + S</b>	Paste from clipboard <b>Ctrl + V</b>	Show tip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

## Draw Keyboard Reference

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

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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