

## Quick Tips - Impress



### Editing Functions

Edit Master Slide	<b>Menu View &gt; Slide master</b>
Insert image	<b>Menu Insert &gt; Image</b>
Insert chart	<b>Menu Insert &gt; Chart</b>
Start slide show	<b>F5</b>
Enable / Disable Bowser	<b>Ctrl + Shift + F5</b>
Fit text to frame	<b>Ctrl + Shift + F8</b>
Create group objects	<b>Select the objects Ctrl + Shift + G</b>
Edit the object group	<b>F3</b>
Leave the group	<b>Ctrl + F3</b>
Edit the text of an object	<b>F2</b>
Edit points of an object	<b>F8</b>
Styles and Formatting	<b>F11</b>
Position and Size	<b>F4</b>
Duplicate object	<b>Shift + F3</b>

### Presentation Functions

End presentations	<b>Esc</b>
Go to the next slide	<b>Enter or Space</b>
Jump to the first slide	<b>Home</b>
Jump to the last slide	<b>End</b>
View black screen	<b>B</b>
View white screen	<b>W</b>
Go to the previous slide	<b>Page Up</b>
Go to the next slide	<b>Page Down</b>

## Shortcut keys (all applications)

### File Functions

Create a new document	<b>Ctrl + N</b>
Open document	<b>Ctrl + O</b>
Save Document	<b>Ctrl + S</b>
Save as	<b>Ctrl + Shift + S</b>
Print	<b>Ctrl + P</b>

### Editing Functions

Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Paste Special	<b>Ctrl + Shift + V</b>
Select All	<b>Ctrl + A</b>
Undo	<b>Ctrl + Z</b>
Find	<b>Ctrl + F</b>
Find & Replace	<b>Ctrl + H</b>
Spelling and Grammar	<b>F7</b>

### Formatting Functions

Clear Direct Formatting (Writer and Calc)	<b>Ctrl + M</b>
Itálic	<b>Ctrl + I</b>
Bold	<b>Ctrl + B</b>
Underline	<b>Ctrl + U</b>
Justified	<b>Ctrl + J</b>
Center Horizontally	<b>Ctrl + E</b>

#### ATTENTION

**When saving a document**, remember that LibreOffice stores the last folder used for saving. So in the "Save as..." option, always be sure to check if the folder displayed for saving is correct.



## Quick Reference Guide LibreOffice 5.x

### Main applications of LibreOffice

Text	LibreOffice Writer
Spreadsheet	LibreOffice Calc
Presentation	LibreOffice Impress

### Open Document Format (ODF) extensions

Text	.odt
Spreadsheet	.ods
Presentation	.odp

### Useful Links

Download documentation and LibreOffice program in various languages

<https://documentation.libreoffice.org/en/english-documentation/>

Extensions & Templates

<https://extensions.libreoffice.org/>

Open Document Format (ODF)

<https://www.oasis-open.org/>

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## Quick Tips - Calc



### Editing and Formatting Functions

Formatting Cells (font, size, etc..)	Menu Format > Cells
Sort Cells	Select the interval, Menu Data > Sort
Insert Chart	Menu Insert > Chart
Filter cells / ranges	Select cells , Menu Data > Autofilter
Insert calculation functions	Select cell , Menu Insert > Function
Fixation of cells in formulas	When editing a function, press F4
Value Highlighting	View Menu > Value Highlighting Display the font color with: - black text - numbers in blue - green formula
Fixation of cells of header	Select the reference cell View Menu > Freeze cells > Freeze Rows and Columns The cells above and to the left of the reference cell will be fixed.
Conditional Formatting	Select cells Format Menu > Conditional Formatting > Condition
Hide Columns	Select columns Menu Format > Columns > Hide
Show Columns	Select columns adjacent to the hidden column (s) Menu Format > Columns > Show
Merge Cells	Select cells, Menu Format > Merge Cells
Function Wizard	Ctrl + F2
Trace dependents	Shift + F5
Trace precedents	Shift + F9
Remove precedents or dependents	Menu Tools > Detective > Remove All Traces

### Print Functions

Define Print Ranges	Select the desired range Menu Format > Print Ranges > Define
Edit Print Ranges	Menu Format > Print Ranges > Edit
View Page Breaks	Menu View > Page Break
View normal edit mode	Menu View > Normal
Print View	Menu File > Print Preview
Formatting page (size, orientation,...)	Menu Format > Page
Print	Menu File > Print

## Quick Tips- Writer



### Editing and Formatting Functions

Spell checking	F7 or Tools menu > Spelling
Paste Unformatted Text	Ctrl + Alt + Shift + V Edit Menu > Choose the option "Paste Unformatted Text"
Navigator	F5
Insert table	Ctrl + F12 or Table Menu > Insert Table
Proprieties of table	Select the table Table Menu > Proprieties
Insert Image	Insert Menu > Image
Export to PDF	File Menu > Export as PDF...
Edit formatting styles	F11
Format font (character)	Format Menu > Character
Format Paragraph	Format Menu > Paragraph
Apply Body Text Style	Click on the paragraph Styles Menu > Text Body
Apply Heading 1 style	Click on the paragraph Styles Menu > Heading 1 or Ctrl+1
Apply Heading 2 style	Click on the paragraph Styles Menu > Heading 2 or Ctrl+2

Automatic Numbering to a Heading style	Tools > Outline Numbering > In Paragraph Style box, select the Heading style Define value '1, 2, 3,...' in Field NUMBER to each level in the left column
Generate summary	Apply Heading Styles (1, 2, 3) Insert Menu > Table of contents and Index> Table of contents and Index, or bibliography
Edit Summary	Right-click the table of contents Choose Edit table of contents
Remove Summary	Right-click the table of contents Choose Remove Index / Summary
Insert page numbers in footers	Insert > Header and footer > Footer> Default Style Insert > Page Number
Number pages from second page (first page as cover)	Create a new document Format > Title Page Check 'Insert new cover pages' , Click OK Insert Menu > Header and footer > Footer> Default Style Insert > Page Number
Insert Header	Insert > Header and footer > Header> Default Style
Insert Break Pages	Ctrl + Enter
Insert page in landscape orientation	Insert > Manual Break Check 'Page Break' Choose 'Landscape' in the Style field and click OK