

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		

Draw Keyboard Reference

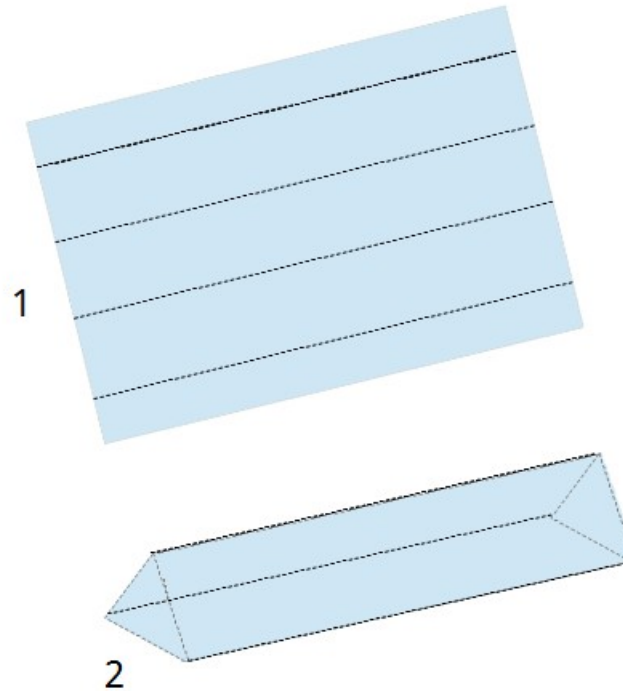
File		Edit		Help	
Create a new drawing	Ctrl + N	Cut selected items	Ctrl + X	Help	F1
Open a drawing	Ctrl + O	Copy selected items	Ctrl + C	What's This?	Shift + F1
Save the current drawing	Ctrl + S	Paste from clipboard	Ctrl + V	Show tip for selected item	Shift + F2
Print a drawing	Ctrl + P	Paste Special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

Base Keyboard Reference

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



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