



Calc Guide

Appendix A

Keyboard Shortcuts

Copyright

This document is Copyright © 2020 by the LibreOffice Documentation Team. Contributors are listed below. You may distribute it and/or modify it under the terms of either the GNU General Public License (<http://www.gnu.org/licenses/gpl.html>), version 3 or later, or the Creative Commons Attribution License (<http://creativecommons.org/licenses/by/4.0/>), version 4.0 or later.

All trademarks within this guide belong to their legitimate owners.

Contributors

This book is adapted and updated from the *LibreOffice 6.4 Calc Guide*.

To this edition

Steve Fanning

Felipe Viggiano

Kees Kriek

To previous editions

Barbara Duprey

Jean Hollis Weber

Simon Brydon

Richard Barnes

Peter Kupfer

Iain Roberts

Magnus Adielsson

Sandeep Samuel Medikonda

Zachary Parliman

Steve Fanning

Drew Jensen

Gordon Bates

Feedback

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



Note

Everything you send to a mailing list, including your email address and any other personal information that is written in the message, is publicly archived and cannot be deleted.

Publication date and software version

Published November 2020. Based on LibreOffice 7.0.

Table of Contents

Copyright	2
Contributors.....	2
To this edition.....	2
To previous editions.....	2
Feedback.....	2
Publication date and software version.....	2
Introduction	4
Windows / Linux keyboard shortcuts	4
Keyboard shortcuts associated with Menu bar options and toolbars.....	4
Other Calc keyboard shortcuts.....	8
Chart keyboard shortcuts.....	10
Outline keyboard shortcuts.....	11
Keyboard shortcuts that cannot be modified.....	11
macOS keyboard shortcuts	12
macOS keyboard symbols.....	12
Keyboard shortcuts associated with Menu bar options and toolbars.....	12
Other Calc keyboard shortcuts.....	16
Chart keyboard shortcuts.....	19
Outline keyboard shortcuts.....	19
Keyboard shortcuts that cannot be modified.....	20

Introduction

In this appendix you will find a set of keyboard shortcuts for Calc and these allow you to execute commands without using a pointing device, such as a mouse or a trackball. Shortcuts are identified for the Windows, Linux, and macOS operating systems.

When you first install LibreOffice, a default set of Calc keyboard shortcuts is available and these are described in this chapter, assuming no customization. When using Calc, you will discover shortcuts for your common interactions by observing the key sequences identified on the legends of relevant menu options, and in the tooltips of relevant icon buttons. You can also explore a more comprehensive list of available shortcuts by viewing the *Keyboard* tab of the **Tools > Customize** dialog.

The primary purpose of the material in the appendix is to provide a comprehensive reference list of the available keyboard shortcuts, which users can browse to find shortcuts that may be useful in their daily work. Further information about many individual key combinations can be found throughout the chapters of this guide and in the Help system.

You can define your own shortcuts or change existing shortcuts by going to **Tools > Customize > Keyboard** on the Menu bar. See *Chapter 14, Setting up and Customizing*, for further instructions. Some shortcuts cannot be re-assigned and these are identified in the *Keyboard shortcuts that cannot be modified* sections of this appendix.

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.

Note

Different Operational Systems may allocate particular keys to operating system functions and, in such cases, those key presses may not perform the Calc functions described in this appendix.

For example, the *F1* function key may be used to put your Windows computer into a sleep / hibernation mode and so cannot be utilized to access the Calc Help system. For some macOS versions, the *Cmd+F5* key sequence is used by macOS to display its VoiceOver dialog and so cannot be used to control the display of Calc's Sidebar. Similarly the *Shift+F11* key sequence may be used by macOS to show its desktop and so cannot be used to access Calc's Save as Template dialog.

Check your computer system's documentation to determine which key presses are used by the operating system and hence cannot carry out Calc functions.

The remainder of this chapter is split into two main sections, one listing the keyboard shortcuts available in the Windows and Linux environments, and the other listing the macOS keyboard shortcuts.

Windows / Linux keyboard shortcuts

Note

Many of the keyboard shortcuts in this section utilize the *Ctrl* key. Some keyboards have two *Ctrl* keys and in that case you may need to experiment to identify which of the two keys to use.

Keyboard shortcuts associated with Menu bar options and toolbars

Tables 1 to 4 provide lists of Calc keyboard shortcuts that can be used instead of the identified options on the Menu bar, the Standard toolbar, or the Formatting toolbar. In the latter two cases the toolbars are assumed to contain the initial default set of icons, without any user customization.

Table 1: Function key shortcuts for menu and toolbar options

Windows / Linux	Equivalent Menu bar / toolbar option
F1	Help > LibreOffice Help.
F2	Edit > Cell Edit Mode.
Ctrl+F2	Insert > Function.
Ctrl+F3	Sheet > Named Ranges and Expressions > Manage.
Shift+F3	Format > Text > Cycle Case.
F4	Sheet > Cycle Cell Reference Types.
Ctrl+Shift+F4	View > Data Sources.
F5	View > Navigator.
Ctrl+F5	View > Sidebar.
Shift+F5	Tools > Detective > Trace Dependents.
F7	Tools > Spelling. Spelling icon on Standard toolbar.
Ctrl+F7	Tools > Thesaurus.
Ctrl+Shift+F7	Tools > Language > Hangul/Hanja Conversion. The availability of this menu option depends on selections on Tools > Options > Language Setting > Languages.
Shift+F7	Tools > Automatic Spell Checking.
Ctrl+F8	View > Value Highlighting.
F9	Data > Calculate > Recalculate.
Shift+F9	Tools > Detective > Trace Precedents.
Ctrl+Shift+F9	Data > Calculate > Recalculate Hard.
F11	View > Styles. Styles > Manage Styles.
Shift+F11	File > Templates > Save as Template. Via drop-down menu on Save icon on Standard toolbar.
F12	Data > Group and Outline > Group.
Ctrl+F12	Data > Group and Outline > Ungroup.
Alt+F12	Tools > Options.

Table 2: Number key shortcuts for menu and toolbar options

Windows / Linux	Equivalent Menu bar / toolbar option
Ctrl+1	Format > Cells.
Ctrl+Shift+1	Format > Number Format > Number (use the “1” key on the main keyboard). Format as Number icon on Formatting toolbar.

<i>Windows / Linux</i>	<i>Equivalent Menu bar / toolbar option</i>
Ctrl+Shift+2	Format > Number Format > Scientific (use the “2” key on the main keyboard).
Ctrl+Shift+3	Format > Number Format > Date (use the “3” key on the main keyboard). Format as Date icon on Formatting toolbar.
Ctrl+Shift+4	Format > Number Format > Currency (use the “4” key on the main keyboard). Format as Currency icon on Formatting toolbar.
Ctrl+Shift+5	Format > Number Format > Percent (use the “5” key on the main keyboard). Format as Percent icon on Formatting toolbar.
Ctrl+Shift+6	Format > Number Format > General (use the “6” key on the main keyboard).

Note

The **Format > Spacing** menu appears to provide shortcuts for **Line Spacing: 1.5** (*Ctrl+5*) and **Line Spacing: 2** (*Ctrl+2*). However these options are never active in Calc 7.0 and so the shortcuts are not included in Table 2.

Table 3: Letter key shortcuts for menu and toolbar options

<i>Windows / Linux</i>	<i>Equivalent Menu bar / toolbar option</i>
Ctrl+B	Format > Text > Bold. Bold icon on Formatting toolbar.
Ctrl+Shift+B	Format > Text > Subscript.
Ctrl+C	Edit > Copy. Copy icon on Standard toolbar.
Ctrl+Shift+C	Edit > Track Changes > Record.
Ctrl+Alt+C	Insert > Comment. Sheet > Cell Comments > Edit Comment. Insert Comment icon on Standard toolbar.
Ctrl+D	Sheet > Fill Cells > Fill Down. Via drop-down menus on Row or Column icons on Standard toolbar.
Ctrl+E	Format > Align > Centered. Align Center icon on Formatting toolbar.
Ctrl+Alt+E	Tools > Extension Manager.
Ctrl+F	Edit > Find.
Ctrl+H	Edit > Find and Replace. Find and Replace icon on Standard toolbar.
Ctrl+I	Format > Text > Italic. Italic icon on Formatting toolbar.
Ctrl+J	Format > Align > Justified.
Ctrl+Shift+J	View > Full Screen.
Ctrl+K	Insert > Hyperlink. Insert Hyperlink icon on Standard toolbar.

<i>Windows / Linux</i>	<i>Equivalent Menu bar / toolbar option</i>
Ctrl+L	Format > Align > Left. Align Left icon on Formatting toolbar.
Ctrl+M	Format > Clear Direct Formatting. Clear Direct Formatting icon on Standard toolbar.
Ctrl+Shift+M	Edit > Edit Mode.
Ctrl+N	File > New > Spreadsheet. New icon on Standard toolbar.
Ctrl+Shift+N	File > New > Templates. File > Templates > Manage Templates. Via drop-down menu on New icon on Standard toolbar.
Ctrl+O	File > Open. Open icon on Standard toolbar.
Ctrl+Shift+O	File > Print Preview. Toogle Print Preview icon on Standard toolbar.
Ctrl+P	File > Print. Print icon on Standard toolbar.
Ctrl+Shift+P	Format > Text > Superscript.
Ctrl+Q	File > Exit LibreOffice.
Ctrl+R	Format > Align > Right. Align Right icon on Formatting toolbar.
Ctrl+S	File > Save. Save icon on Standard toolbar.
Ctrl+Shift+S	File > Save As. Via drop-down menu on Save icon on Standard toolbar.
Ctrl+U	Underline icon on Formatting toolbar.
Ctrl+V	Edit > Paste. Paste icon on Standard toolbar.
Ctrl+Shift+V	Edit > Paste Special > Paste Special.
Ctrl+Alt+Shift+V	Edit > Paste Special > Paste Unformatted Text.
Ctrl+W	Window > Close Window.
Ctrl+X	Edit > Cut. Cut icon on Standard toolbar.
Ctrl+Y	Edit > Redo. Redo icon on Standard toolbar.
Ctrl+Shift+Y	Edit > Repeat.
Ctrl+Z	Edit > Undo. Undo icon on Standard toolbar.

Table 4: Other shortcuts for menu and toolbar options

Windows / Linux	Equivalent Menu bar / toolbar option
Ctrl+Shift+Pg up	Edit > Select > Select to Previous Sheet.
Ctrl+Shift+Pg down	Edit > Select > Select to Next Sheet.
Backspace	Sheet > Clear Cells.
Ctrl+Tab	Sheet > Navigate > To Next Sheet.
Ctrl+Shift+Tab	Sheet > Navigate > To Previous Sheet.
Ctrl+Space	Edit > Select > Select Column.
Shift+Space	Edit > Select > Select Row.
Ctrl+Shift+Space	Edit > Select All.
Ctrl++	Sheet > Insert Cells (use the + key on the numeric keypad).
Ctrl+-	Sheet > Delete Cells.
Ctrl+*	Edit > Select > Select Data Area (use the * key on the numeric keypad).
Ctrl+;	Insert > Date.
Ctrl+Shift+;	Insert > Time.
Ctrl+`	View > Show Formula. The grave (`) character can be found to the left of the "1" key on many English keyboards. In the Windows build of LibreOffice Calc 7.0, the grave character is omitted from the menu option.

Other Calc keyboard shortcuts

Tables 5 to 10 provide lists of additional Calc keyboard shortcuts that may be less obvious to users because they are not indicated on Menu bar items or in tooltips associated with icons on the Standard and Formatting toolbars.

Table 5: Other function key shortcuts

Windows / Linux	Description
Shift+F1	Display context sensitive help.
Ctrl+F1	Display the comment attached to the current cell.
Ctrl+Shift+F2	Moves the cursor to the Input line where you can enter a formula for the current cell.
Ctrl+Shift+F5 Ctrl+Shift+T	Moves the cursor to the Name Box field on the Formula bar.

Table 6: Other letter key shortcuts

Windows / Linux	Description
Ctrl+A	Selects all cells in the current sheet.
Ctrl+Shift+R	Redraws the document view.
Ctrl+Shift+Z	Reverses the action of the last undo command.

Table 7: Arrow key shortcuts

Windows / Linux	Description
↑	Moves the cell focus up.
Ctrl+↑	Moves the cursor in the up direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Shift+↑	Selects the adjacent cell or cells located in the up direction.
Ctrl+Shift+↑	Selects in the up direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Alt+Shift+↑	Optimizes the row height based on the current cell.
→	Moves the cell focus right.
Ctrl+→	Moves the cursor in the right direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Shift+→	Selects the adjacent cell or cells located in the right direction.
Ctrl+Shift+→	Selects in the right direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Alt+→	Increases the width of the current column.
Alt+Shift+→	Optimizes the column width based on the current cell.
↓	Moves the cell focus down.
Ctrl+↓	Moves the cursor in the down direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Alt+↓	Opens a drop-down selection list of text items that have been previously typed into other cells in the same column.
Shift+↓	Selects the adjacent cell or cells located in the down direction.
Ctrl+Shift+↓	Selects in the down direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Alt+Shift+↓	Optimizes the row height based on the current cell.
←	Moves the cell focus left.
Ctrl+←	Moves the cursor in the left direction the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Shift+←	Selects the adjacent cell or cells located in the left direction.
Ctrl+Shift+←	Selects in the left direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Alt+←	Decreases the width of the current column.
Alt+Shift+←	Optimizes the column width based on the current cell.

Table 8: Home and End key shortcuts

Windows / Linux	Description
Home	Moves the cursor to the first cell of the current row.
Ctrl+Home	Moves the cursor to the first cell (A1) in the current sheet.
Shift+Home	Selects cells from the cursor to the first cell of the current row.
Ctrl+Shift+Home	Selects all cells from the cursor to the first cell (A1) in the current sheet.
End	Moves the cursor along the current row to the cell in the last column containing data in the sheet.
Ctrl+End	Moves the cursor to the cell in the last column and row that contain data in the current sheet.
Shift+End	Selects cells along the current row from the cursor to the cell in the last column containing data in the sheet.
Ctrl+Shift+End	Selects all cells from the cursor to the cell in the last column and row that contain data in the current sheet.

Table 9: Others Page Up and Down key shortcuts

Windows / Linux	Description
Pg up	Moves up one screen page.
Ctrl+Pg up	Moves to the previous sheet.
Shift+Pg up	Selects cells from the cursor to the row one page up.
Alt+Pg up	Moves one screen page to the left.
Alt+Shift+Pg up	Selects cells from the cursor to the column one page to the left.
Pg down	Moves down one screen page.
Ctrl+Pg down	Moves to the next sheet.
Shift+Pg down	Selects cells from the cursor to the row one page down.
Alt+Pg down	Moves one screen page to the right.
Alt+Shift+Pg down	Selects cells from the cursor to the column one page to the right.

Table 10: Other miscellaneous key shortcuts

Windows / Linux	Description
Escape	Cancels the current cell edit.
Insert	After making a selection, opens the Paste Special dialog.
Ctrl+Insert	Copies the selected cell or cell range to the clipboard in preparation for a later paste operation.
Shift+Insert	Pastes the contents of the clipboard into the selected cells.
Delete	Deletes cell contents without a dialog (does not remove formatting).
Shift+Delete	Removes and copies the selection to the clipboard.
Ctrl+Backspace	Refocuses the view back on the cursor if it is not currently in view.
Shift+Backspace	Deselects the current cell selection without deleting contents.

Windows / Linux	Description
Alt+Backspace	Reverses the last command or the last entry you typed.
Ctrl+[Selects the cells on which the current cell is dependent.
Ctrl+]	Selects the cells that are dependent on the current cell.
Ctrl+/	Selects the cells in the matrix formula range that contains the cursor.
Ctrl+'	Copies the contents of the cell above the cursor into the current cell, but remains in cell edit mode so that you can make further changes. Use the single apostrophe key.
Enter	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 on the Menu bar.
Ctrl+Enter	Inserts a manual line break in the current cell while editing a cell.
Ctrl+Shift+Enter	Creates a matrix in the current range using the information entered on the input line.
Alt+Enter	Fills the selected cell range with the formula that you entered on the input line.
Alt+=	Equivalent to selecting Select Function > Sum on the Formula bar.

Chart keyboard shortcuts

Table 11 lists some shortcuts that are available within a Calc chart.

Tip

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

Table 11: Chart shortcuts

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

Windows / Linux	Effect
+/- in pie charts	Moves the selected pie segment off or into the pie chart (use the + / - keys in the numeric keypad).

Outline keyboard shortcuts

Table 12 lists shortcuts that are available in an outline window. To use these shortcuts, press F6 or Shift+F6 until the vertical or horizontal outline window has the focus.

Table 12: Outline shortcuts

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

Keyboard shortcuts that cannot be modified

Table 13 identifies the key combinations that are grayed out in the *Shortcut Keys* list on the Keyboard tab of the **Tools > Customize** dialog with the **Calc** radio button selected.

Table 13: Grayed Key Combinations in Tools > Customize > Keyboard











Operating System	Key Combinations Grayed in Customize Dialog
Windows 10	F1, Ctrl+F1, Shift+F1 Shift+F2 Ctrl+F4, Alt+F4, Ctrl+Alt+F4 F6, Ctrl+F6, Shift+F6, Ctrl+Shift+F6 F10
Linux	F1, Ctrl+F1, Shift+F1 Shift+F2 Ctrl+F4, Alt+F4, Ctrl+Alt+F4 F6, Ctrl+F6, Shift+F6, Ctrl+Shift+F6 F10 Ctrl+Shift+0, Ctrl+Shift+1, Ctrl+Shift+2, Ctrl+Shift+3, Ctrl+Shift+4, Ctrl+Shift+5, Ctrl+Shift+6, Ctrl+Shift+7, Ctrl+Shift+8, Ctrl+Shift+9

macOS keyboard shortcuts

macOS keyboard symbols

Keys on many macOS keyboards utilize symbols rather than text labels and Table 14 identifies many of the common macOS keyboard symbols with their meanings. To avoid confusion in the tables that follow, the key names are used rather than symbols, since the latter may not appear on all macOS keyboards.

Table 14: Common macOS keyboard symbols

Key name	Symbol
Command (shortened to “Cmd” in the tables that follow)	
Control (shortened to “Ctrl” in the tables that follow)	
Option	
Shift	
Page Up (shortened to “Pg Up” in the tables that follow)	
Page Down (shortened to “Pg Dn” in the tables that follow)	
Home	
End	
Delete	
Forward Delete (shortened to “Fwd Del” in the tables that follow)	

Keyboard shortcuts associated with Menu bar options and toolbars

Tables 15 to 18 provide lists of Calc keyboard shortcuts that can be used instead of the identified options on the Menu bar, the Standard toolbar, or the Formatting toolbar. In the latter two cases the toolbars are assumed to contain the initial default set of icons, without any user customizations.

Table 15: Function key shortcuts for menu and toolbar options

macOS	Equivalent Menu bar / toolbar option
F1	Help > LibreOffice Help.
F2	Edit > Cell Edit Mode.
Cmd+F2	Insert > Function.
Cmd+F3	Sheet > Named Ranges and Expressions > Manage.
Shift+F3	Format > Text > Cycle Case.
F4	Sheet > Cycle Cell Reference Types.
Shift+Cmd+F4	View > Data Sources.
F5	View > Navigator.
Cmd+F5	View > Sidebar.
Shift+F5	Tools > Detective > Trace Dependents.
Cmd+F7	Tools > Thesaurus.

macOS	Equivalent Menu bar / toolbar option
Shift+Cmd+F7	Tools > Language > Hangul/Hanja Conversion. The availability of this menu option depends on selections in LibreOffice > Preferences > Language Setting > Languages.
Shift+F7	Tools > Automatic Spell Checking.
Cmd+F8	View > Value Highlighting.
F9	Data > Calculate > Recalculate.
Shift+F9	Tools > Detective > Trace Precedents.
Shift+Cmd+F9	Data > Calculate > Recalculate Hard.
Shift+F11	File > Templates > Save as Template. Via drop-down menu on Save icon on Standard toolbar.
F12	Data > Group and Outline > Group.
Cmd+F12	Data > Group and Outline > Ungroup.

Table 16: Number key shortcuts for menu and toolbar options

macOS	Equivalent Menu bar / toolbar option
Cmd+1	Format > Cells.
Ctrl+Shift+1	Format > Number Format > Number (use the “1” key on the main keyboard). Format as Number icon on Formatting toolbar.
Ctrl+Shift+2	Format > Number Format > Scientific (use the “2” key on the main keyboard).
Ctrl+Shift+3	Format > Number Format > Date (use the “3” key on the main keyboard). Format as Date icon on Formatting toolbar.
Ctrl+Shift+4	Format > Number Format > Currency (use the “4” key on the main keyboard). Format as Currency icon on Formatting toolbar.
Ctrl+Shift+5	Format > Number Format > Percent (use the “5” key on the main keyboard). Format as Percent icon on Formatting toolbar.
Ctrl+Shift+6	Format > Number Format > General (use the “6” key on the main keyboard).

Note

The **Format > Spacing** menu appears to provide shortcuts for **Line Spacing: 1.5** (*Cmd+5*) and **Line Spacing: 2** (*Cmd+2*). However these options are never active in Calc 7.0 and so the shortcuts are not included in Table 16.

Table 17: Letter key shortcuts for menu and toolbar options

macOS	Equivalent Menu bar / toolbar option
Cmd+B	Format > Text > Bold. Bold icon on Formatting toolbar.
Shift+Cmd+B	Format > Text > Subscript.
Cmd+C	Edit > Copy. Copy icon on Standard toolbar.
Shift+Cmd+C	Edit > Track Changes > Record.

macOS	Equivalent Menu bar / toolbar option
Option+Cmd+C	Insert > Comment. Sheets > Cell Comments > Edit Comment. Insert Comment icon on Standard toolbar.
Cmd+D	Sheet > Fill Cells > Fill Down.
Cmd+E	Format > Align > Centered. Align Center icon on Formatting toolbar.
Option+Cmd+E	Tools > Extension Manager.
Cmd+F	Edit > Find.
Option+Cmd+F	Edit > Find and Replace. Find and Replace icon on Standard toolbar.
Ctrl+Cmd+F	View > Full Screen.
Cmd+H	LibreOffice > Hide LibreOffice.
Cmd+I	Format > Text > Italic. Italic icon on Formatting toolbar.
Cmd+J	Format > Align > Justified.
Cmd+K	Insert > Hyperlink. Insert Hyperlink icon on Standard toolbar.
Cmd+L	Format > Align > Left. Align Left icon on Formatting toolbar.
Ctrl+M	Format > Clear Direct Formatting. Clear Direct Formatting icon on Standard toolbar.
Shift+Cmd+M	Edit > Edit Mode.
Cmd+N	File > New > Spreadsheet. New icon on Standard toolbar.
Shift+Cmd+N	File > New > Templates. File > Templates > Manage Templates. Via drop-down menu on New icon on Standard toolbar.
Cmd+O	File > Open. Open icon on Standard toolbar.
Shift+Cmd+O	File > Print Preview. Toogle Print Preview icon on Standard toolbar.
Cmd+P	File > Print. Print icon on Standard toolbar.
Shift+Cmd+P	Format > Text > Superscript.
Cmd+Q	LibreOffice > Quit LibreOffice.
Cmd+R	Format > Align > Right. Align Right icon on Formatting toolbar.
Cmd+S	File > Save. Save icon on Standard toolbar.
Shift+Cmd+S	File > Save As.
Cmd+T	View > Styles. Styles > Manage Styles.

macOS	Equivalent Menu bar / toolbar option
Cmd+U	Underline icon on Formatting toolbar.
Cmd+V	Edit > Paste. Paste icon on Standard toolbar.
Shift+Cmd+V	Edit > Paste Special > Paste Special.
Option+⌘+Cmd+V	Edit > Paste Special > Paste Unformatted Text.
Cmd+W	Window > Close Window.
Cmd+X	Edit > Cut. Cut icon on Standard toolbar.
Cmd+Y	Edit > Redo. Redo icon on Standard toolbar.
Shift+Cmd+Y	Edit > Repeat.
Cmd+Z	Edit > Undo. Undo icon on Standard toolbar.

Table 18: Other shortcuts for menu and toolbar options

macOS	Equivalent Menu bar / toolbar option
Shift+Cmd+Pg Up	Edit > Select > Select to Previous Sheet. (In Calc 7.0, the menu option indicates an up arrow symbol rather than a page up symbol).
Shift+Cmd+Pg Dn	Edit > Select > Select to Next Sheet. (In Calc 7.0, the menu option indicates a down arrow symbol rather than a page down symbol).
Delete	Sheet > Clear Cells.
Ctrl+Space	Edit > Select > Select Column.
Shift+Space	Edit > Select > Select Row.
Ctrl+Shift+Space Cmd+A	Edit > Select All.
Cmd++	Sheet > Insert Cells (use the + key on the numeric keypad).
Cmd+-	Sheet > Delete Cells.
Cmd+*	Edit > Select > Select Data Area.
Cmd+;	Insert > Date.
Shift+Cmd+;	Tools > Spelling. Spelling icon on Standard toolbar.
Cmd+,	LibreOffice > Preferences.

Other Calc keyboard shortcuts

Tables 19 to 24 provide lists of additional Calc keyboard shortcuts that may be less obvious to users because they are not indicated on Menu bar items or in tooltips associated with icons on the Standard and Formatting toolbars.

Table 19: Other function key shortcuts

macOS	Description
Shift+F1	Display context sensitive help.
Cmd+F1	Display the comment attached to the current cell.

macOS	Description
Shift+Cmd+F2	Moves the cursor to the Input line where you can enter a formula for the current cell.
Shift+Cmd+F5 Shift+Cmd+T	Moves the cursor to the Name Box field on the Formula bar.
F8	Toggles between the standard and extending selection modes.
Shift+F8	Toggles between the standard and adding selection modes.

Table 20: Other letter key shortcuts

macOS	Description
Cmd+G	Repeat search forwards.
Shift+Cmd+R	Redraws the document view.
Shift+Cmd+Z	Reverses the action of the last undo command.

Table 21: Arrow key shortcuts

macOS	Description
↑	Moves the cell focus up.
Cmd+↑	Moves the cursor in the up direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Shift+↑	Selects the adjacent cell or cells located in the up direction.
Shift+Cmd+↑	Selects in the up direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Option+Shift+↑	Optimizes the row height based on the current cell.
→	Moves the cell focus right.
Cmd+→	Moves the cursor in the right direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Shift+→	Selects the adjacent cell or cells located in the right direction.
Shift+Cmd+→	Selects in the right direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Option+→	Increases the width of the current column.
Option+Shift+→	Optimizes the column width based on the current cell.
↓	Moves the cell focus down.
Cmd+↓	Moves the cursor in the down direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Option+↓	Opens a drop-down selection list of text items that have been previously typed into other cells in the same column.
Shift+↓	Selects the adjacent cell or cells located in the down direction.

macOS	Description
Shift+Cmd+↓	Selects in the down direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Option+Shift+↓	Optimizes the row height based on the current cell.
←	Moves the cell focus left.
Cmd+←	Moves the cursor in the left direction the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Shift+←	Selects the adjacent cell or cells located in the left direction.
Shift+Cmd+←	Selects in the left direction to the edge of the current data range (if the cell adjacent to the cursor is empty, the cursor moves to the next cell that contains data).
Option+←	Decreases the width of the current column.
Option+Shift+←	Optimizes the column width based on the current cell.

Table 22: Home and End key shortcuts

macOS	Description
Home	Moves the cursor to the first cell of the current row.
Cmd+Home	Moves the cursor to the first cell in the current sheet (A1).
Shift+Home	Selects cells from the cursor to the first cell of the current row.
Shift+Cmd+Home	Selects all cells from the cursor to the first cell in the current sheet (A1).
End	Moves the cursor along the current row to the cell in the last column containing data in the sheet.
Cmd+End	Moves the cursor to the cell in the last column and row that contain data in the current sheet.
Shift+End	Selects cells along the current row from the cursor to the cell in the last column containing data in the sheet.
Shift+Cmd+End	Selects all cells from the cursor to the cell in the last column and row that contain data in the current sheet.

Table 23: Other Page Up and Down key shortcuts

macOS	Description
Pg Up	Moves up one screen page.
Cmd+Pg Up	Moves to the previous sheet.
Shift+Pg Dn	Selects cells from the cursor to the row one page up.
Option+Pg Dn	Moves one screen page to the left.
Option+Shift+Pg Dn	Selects cells from the cursor to the column one page to the left.
Pg Dn	Moves down one screen page.
Cmd+Pg Dn	Moves to the next sheet.
Shift+Pg Dn	Selects cells from the cursor to the row one page down.
Option+Pg Up	Moves one screen page to the right.

macOS	Description
Option+Shift+Pg Up	Selects cells from the cursor to the column one page to the right.

Table 24: Other miscellaneous key shortcuts

macOS	Description
esc	Cancels the current cell edit.
Fwd Del	Deletes cell contents without a dialog (does not remove formatting).
Cmd+Delete	Refocuses the view back on the cursor if it is not currently in view.
Option+Delete	Reverses the last command or the last entry you typed.
Cmd+[Selects the cells on which the current cell is dependent.
Cmd+]	Selects the cells that are dependent on the current cell.
Cmd+/ Use the forward slash key on the main keyboard or the numeric keypad.	Selects the cells in the matrix formula range that contains the cursor.
Cmd+' Use the single apostrophe key.	Copies the contents of the cell above the cursor into the current cell, but remains in cell edit mode so that you can make further changes.
Enter	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 LibreOffice > Preferences > LibreOffice Calc > General on the Menu bar.
Cmd+Enter	Inserts a manual line break in the current cell while editing a cell.
Shift+Cmd+Enter	Creates a matrix in the current range using the information entered on the input line.
Option+Enter	Fills the selected cell range with the formula that you entered on the input line.

Chart keyboard shortcuts

Table 25 lists some shortcuts that are available within a Calc chart.

Tip

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

Table 25: Chart shortcuts

macOS	Effect
→	Selects the next chart element.
Shift+→	Selects the previous chart element.
Home	Selects the first chart element.
End	Selects the last chart element.
esc	Cancels selection.
Arrow keys	Moves the element in the direction of the arrow.
Arrow keys in pie charts	Moves the selected pie segment in the direction of the arrow.

macOS	Effect
F2 in titles	Enters text input mode.
F3 in legends and data series	Opens groups so that you can edit the individual components.
Cmd+F3 in legends and data series	Exits groups.

Outline keyboard shortcuts

Table 26 lists shortcuts that are available in an outline window. To use these shortcuts, press F6 or Shift+F6 until the vertical or horizontal outline window has the focus.

Table 26: Outline shortcuts

macOS	Effect
→	Cycles through each outline indicator from top to bottom or left to right.
Shift+→	Cycles through each outline indicator in the opposite direction.
Cmd+1 to Cmd+8	Show all levels up to the specified number while hiding all higher-numbered levels in the outline.
+/-	Shows (+) or hides (-) the focused outline group (use the + / - keys in the numeric keypad).
Enter	Activates the focused indicator button.
Arrow keys	Cycles through indicator buttons in the direction of the arrow.

Keyboard shortcuts that cannot be modified

Table 27 identifies the key combinations that are grayed out in the *Shortcut Keys* list on the **Tools > Customize > Keyboard** dialog with the **Calc** radio button selected.

Table 27: Grayed Key Combinations in Tools > Customize > Keyboard

Operating System	Key Combinations Grayed in Customize Dialog
macOS	F1, Cmd+F1, Shift+F1 Shift+F2 Cmd+F4, Option+F4, Cmd+Option+F4 F6, Cmd+F6, Shift+F6, Shift+Cmd+F6 F10 Shift+Cmd+0, Shift+Cmd+1, Shift+Cmd+2, Shift+Cmd+3, Shift+Cmd+4, Shift+Cmd+5, Shift+Cmd+6, Shift+Cmd+7, Shift+Cmd+8, Shift+Cmd+9