



**LibreOffice**  
The Document Foundation

## Writer Guide

# *Appendix A*

## *Keyboard Shortcuts*

*Using Writer Without a Mouse*

## Copyright

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## Introduction

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You can use LibreOffice without requiring a pointing device, such as a mouse or touchpad, by using its built-in keyboard shortcuts.

LibreOffice has a general set of keyboard shortcuts, available in all components, and a component-specific set directly related to the work of that component. This appendix lists the the default set for Writer. For general shortcuts, see Appendix A of the *Getting Started* guide.

For help with LibreOffice’s keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the “shortcut” or “accessibility” keywords.

In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own. See Chapter 16, Customizing Writer, for instructions.

### Note

Some of the shortcuts listed here may not work if your operating system uses the same shortcuts for other tasks.

To get around this problem, assign different keys to these shortcuts by reconfiguring either LibreOffice (see Chapter 16) or your operating system (see system documentation).

## Tip for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
<i>Right-click</i>	<i>Control+click</i>	Open 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 Styles & Formatting window

## Opening menus and menu items

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<i>Shortcut Keys</i>	<i>Result</i>
<i>Alt+&lt;?&gt;</i>	<p>Opens a menu where &lt;?&gt; is the underlined character of the menu you want to open. For example, <i>Alt+F</i> opens the menu <b>File</b>.</p> <p>With the menu open, you will again find underlined characters. You can access these menu items directly by simply pressing the underlined character key. Where two menu items have the same underlined character, press the character key again to move to the next item.</p> <p><i>Example:</i> to access the <b>Printer Settings</b> item of the <b>File</b> menu after opening it, press <i>R</i> twice to move from the initial <b>Digital Signatures</b> selection to <b>Printer Settings</b>.</p> <p><i>Exception:</i> <b>Language</b> in the <b>Tools</b> menu has no underlined characters.</p>

<b>Shortcut Keys</b>	<b>Result</b>
<i>F6</i>	Repeatedly pressing F6 switches the focus and circles through the following objects: <ul style="list-style-type: none"> <li>• menu bar,</li> <li>• every toolbar from top to bottom and from left to right,</li> <li>• every free window from left to right,</li> <li>• document.</li> </ul>
<i>Shift+F6</i>	Switches through objects in the opposite direction.
<i>Ctrl+F6</i>	Switches focus to the document.
<i>F10</i> or <i>Alt</i>	Switches to the Menu bar and back.
<i>Esc</i>	Closes an open menu.

## Controlling dialogs

When you open any dialog, one element (such as a button, an option field, an entry in a list box, or a checkbox) is highlighted or indicated by a dotted box around the field or button name. This element is said to have the focus on it.

<b>Shortcut Keys</b>	<b>Result</b>
<i>Enter</i>	Activates selected button. In most cases where no button is selected, <i>Enter</i> is equivalent to clicking <b>OK</b> .
<i>Esc</i>	Closes dialog without saving any changes made while it was open. In most cases, <i>Esc</i> is equivalent to clicking <i>Cancel</i> . When an open drop-down list is selected, <i>Esc</i> closes the list.
<i>Spacebar</i>	Checks an empty checkbox. Clears a checked checkbox.
<i>Up, down arrow keys</i>	Moves focus up and down a list. Increases or decreases value of a variable. Moves focus vertically within a section of dialog.
<i>Right, left arrow keys</i>	Moves focus horizontally within a section of a dialog.
<i>Tab</i>	Advances focus to the next section or element of a dialog.
<i>Shift+Tab</i>	Returns focus to the previous section or element in a dialog.
<i>Alt+Down Arrow</i>	Shows items in a drop-down list.

## Stopping macros

<b>Shortcut Keys</b>	<b>Result</b>
<i>Shift+Ctrl+Q</i>	Stops a running macro.

## Function keys for Writer

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<b>Shortcut keys</b>	<b>Effect</b>
<i>F1</i>	Opens Writer Help at the Home page. Pressing <i>F1</i> again, opens the home page of the active tab.
<i>Shift+F1</i>	Enables the extended help tips under the mouse pointer until the next click.
<i>F2</i>	Opens or closes the Formula Bar.
<i>Ctrl+F2</i>	Opens the Fields dialog.
<i>Shift+F2</i>	Enables tips for the currently selected command, icon or control
<i>F3</i>	Inserts the AutoText entry corresponding to the typed shortcut.
<i>Ctrl+F3</i>	Opens the AutoText dialog, where you can edit an AutoText entry or create a new entry from the selected text.
<i>F4</i>	Opens or closes the View Data Sources window.
<i>Shift+F4</i>	Selects the next frame.
<i>F5</i>	Opens or closes the Navigator.
<i>Ctrl+Shift+F5</i>	Opens the Navigator with cursor in page number field.
<i>F7</i>	Starts the spelling and grammar checker.
<i>Ctrl+F7</i>	Opens the Thesaurus.
<i>F8</i>	Turns Extension Selection mode on or off.
<i>Ctrl+F8</i>	Turns field shadings on or off.
<i>Shift+F8</i>	Turns Multiple Selection mode on or off.
<i>Ctrl+Shift+F8</i>	Turns Block Selection mode on or off.
<i>F9</i>	Updates fields.
<i>Ctrl+F9</i>	Shows or hides field names.
<i>Shift+F9</i>	Calculates Table.
<i>Ctrl+Shift+F9</i>	Opens a dialog for editing input fields and lists.
<i>F10</i>	See "Opening menus and menu items" on page 4 for details.
<i>Ctrl+F10</i>	Displays or hides nonprinting characters.
<i>F11</i>	Opens or closes the Styles and Formatting window.
<i>Shift+F11</i>	Creates a new style from a selection.
<i>Ctrl+Shift+F11</i>	Updates a style.

<b>Shortcut keys</b>	<b>Effect</b>
<i>F12</i>	Turns paragraph numbering on or off.
<i>Ctrl+F12</i>	Inserts or edits a table.
<i>Shift+F12</i>	Turns bullets on or off.
<i>Ctrl+Shift+F12</i>	Turns numbering/bullets off.

## Shortcut keys for Writer

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<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+A</i>	Selects all content in a document, unless the cursor is in a table (see “Shortcut keys for tables in Writer” on page 9).
<i>Ctrl+D</i>	Double underlines selected text or text typed afterwards. Press again to turn off.
<i>Ctrl+E</i>	Centers the paragraph.
<i>Ctrl+F</i>	Opens the Find dialog.
<i>Ctrl+Alt+F</i>	Opens the Find and Replace dialog.
<i>Ctrl+J</i>	Justifies the paragraph.
<i>Ctrl+L</i>	Aligns the paragraph to the left.
<i>Ctrl+R</i>	Align the paragraph to the right.
<i>Ctrl+M</i>	Applies default formatting to the selection.
<i>Ctrl+Shift+B</i>	Subscripts selected text or text typed afterwards. Press again to turn off.
<i>Ctrl+Shift+P</i>	Superscripts selected text or text typed afterwards. Press again to turn off.
<i>Ctrl+Y</i>	Redoes last action.
<i>Ctrl+5</i>	Applies 1.5 line spacing to paragraph.
<i>Ctrl+Plus Key(+)</i>	Calculates the selected text and copies the result to the clipboard.
<i>Ctrl+Hyphen(-)</i>	Inserts a conditional hyphen.
<i>Ctrl+Shift+Hyphen (-)</i>	Inserts a non-breaking hyphen (not used for hyphenation).
<i>Ctrl+Shift+X</i>	Removes direct character formats from selected text.
<i>Ctrl+/ (slash)</i>	Inserts a no-width optional line break.
<i>Ctrl+multiplication sign (*)</i> (only on number pad)	Runs macro field.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Shift+Space</i>	Inserts a non-breaking space (not used for hyphenation and not expanded if text is justified).
<i>Shift+Enter</i>	Inserts a line break without paragraph change.
<i>Ctrl+Enter</i>	Inserts a page break.
<i>Ctrl+Shift+Enter</i>	Inserts a column break in multi-column texts.
<i>Alt+Enter</i>	Inserts a new paragraph without numbering.
<i>Alt+Enter</i>	Inserts a new paragraph directly before or after a section or a table.
<i>Arrow Left</i>	Moves cursor to left.
<i>Shift+Arrow Left</i>	Moves cursor with selection to the left.
<i>Ctrl+Arrow Left</i>	Goes to beginning of word.
<i>Ctrl+Shift+Arrow Left</i>	Selects to the left word by word.
<i>Arrow Right</i>	Moves cursor to right.
<i>Shift+Arrow Right</i>	Moves cursor with selection to the right.
<i>Ctrl+Arrow Right</i>	Goes to start of next word.
<i>Ctrl+Shift+Arrow Right</i>	Selects to the right word by word.
<i>Arrow Up</i>	Moves up one line.
<i>Shift+Arrow Up</i>	Selects lines in an upwards direction.
<i>Arrow Down</i>	Moves cursor down one line.
<i>Shift+Arrow Down</i>	Selects lines in a downward direction.
<i>Home</i>	Goes to beginning of line.
<i>Shift+Home</i>	Goes and selects to the beginning of a line.
<i>End</i>	Goes to end of line.
<i>Shift+End</i>	Goes and selects to end of line.
<i>Ctrl+Home</i>	Goes to start of document.
<i>Ctrl+Shift+Home</i>	Goes and selects text to start of document.
<i>Ctrl+End</i>	Goes to end of document.
<i>Ctrl+Shift+End</i>	Goes and selects text to end of document.
<i>Ctrl+PageUp</i>	Switches cursor between text and header.
<i>Ctrl+PageDown</i>	Switches cursor between text and footer.
<i>Insert</i>	Turns Insert mode on or off.



<b>Shortcut Keys</b>	<b>Effect</b>
<i>PageUp</i>	Moves up one screen page.
<i>Shift+PageUp</i>	Moves up one screen page with selection.
<i>PageDown</i>	Moves down one screen page.
<i>Shift+PageDown</i>	Moves down one screen page with selection.
<i>Ctrl+Del</i>	Deletes text to end of word.
<i>Ctrl+Backspace</i>	Deletes text to beginning of word.
<i>Ctrl+Shift+Del</i>	Deletes text to end of sentence.
<i>Ctrl+Shift+Backspace</i>	Deletes text to beginning of sentence.
<i>Ctrl+Tab</i>	Uses next suggestion with automatic word completion.
<i>Ctrl+Shift+Tab</i>	Use previous suggestion with automatic word completion.
<i>Alt+W</i>	In the spelling checker dialog: Calls back the original unknown word into the text box.
<i>Ctrl+double-click</i> or <i>Ctrl+Shift+F10</i>	Docks or un-docks the Navigator, Styles and Formatting window, or other windows.

## Shortcut keys for tables in Writer

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+A</i>	If the active cell is empty, <i>Ctrl+A</i> selects the whole table; otherwise, it selects the contents of the active cell. Press <i>Ctrl+A</i> a second time to select the entire table.
<i>Ctrl+Home</i>	If the active cell is empty, <i>Ctrl+Home</i> moves the cursor to the beginning of the table. Press <i>Ctrl+Home</i> again to move the cursor to the beginning of document.  If the active cell is not empty, <i>Ctrl+Home</i> moves the cursor to the beginning of the active cell. A second press of <i>Ctrl+Home</i> moves the cursor to the beginning of the current table. A third press moves the cursor to the beginning of the document.
<i>Ctrl+End</i>	If the active cell is empty, <i>Ctrl+End</i> moves the cursor to the end of the table. Press <i>Ctrl+End</i> again to move the cursor to the end of document.  If the active cell is not empty, <i>Ctrl+End</i> moves the cursor to the end of the active cell. A second press of <i>Ctrl+End</i> moves the cursor to the end of the current table. A third press moves the cursor to the end of the document.
<i>Ctrl+Tab</i>	Inserts a tab stop (only in tables). Depending on the Window Manager in use, <i>Alt+Tab</i> may be used instead.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Shift+Arrow Up</i>	Jumps to start of table.
<i>Ctrl+Shift+Arrow Down</i>	Jumps to end of table.
<i>Alt+Arrow Keys</i>	Increases or decreases the size of the column or row on the right or bottom cell edge.
<i>Alt+Shift+Arrow Keys</i>	Increases or decreases the size of the column or row on the left or top cell edge.
<i>Ctrl+Alt+Shift+Arrow Keys</i>	Like <i>Alt</i> , but modifies only the active cell.
<i>Alt+Insert</i>	Provides 3 seconds in Insert mode, during which time pressing an arrow key inserts a row or column, or <i>Ctrl+Arrow Key</i> inserts a cell.
<i>Alt+Del</i>	Provides 3 seconds in Delete mode, during which time pressing an arrow key deletes a row or column, or <i>Ctrl+Arrow Key</i> merges the active cell with the neighboring cell.
<i>Ctrl+Shift+T</i>	Removes cell protection from all selected tables. If no table is selected, then cell protection is removed from all of the tables in the document.
<i>Ctrl+Shift+Del</i>	If nothing is selected, the contents of the next cell are deleted. If cells are selected, the whole row(s) of the selection are deleted. If all rows are selected completely or partially, the entire table is deleted.

## Shortcut keys for paragraphs and heading levels

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+0 (zero)</i>	Applies Text Body paragraph style.
<i>Ctrl+1</i>	Applies Heading 1 paragraph style.
<i>Ctrl+2</i>	Applies Heading 2 paragraph style.
<i>Ctrl+3</i>	Applies Heading 3 paragraph style.
<i>Ctrl+4</i>	Applies Heading 4 paragraph style.
<i>Ctrl+5</i>	Applies Heading 5 paragraph style.
<i>Ctrl+Alt+Up Arrow</i> or <i>Ctrl+Up Arrow</i>	Moves the active paragraph or selected paragraphs up one paragraph.
<i>Ctrl+Alt+Down Arrow</i> or <i>Ctrl+Down Arrow</i>	Moves the active paragraph or selected paragraphs down one paragraph.
<i>Tab</i>	When the cursor is at the beginning of the heading text, moves a heading in format <i>Heading X</i> ( $X = 1-9$ ) down one level in the outline. Does not affect the applied paragraph style.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Shift+Tab</i>	When the cursor is at the beginning of the heading text, moves a heading in format <i>Heading X</i> ( $X = 2-10$ ) up one level in the outline. Does not affect the applied paragraph style.
<i>Ctrl+Tab</i>	At the start of a heading: Inserts a tab stop. Depending on the Window Manager in use, <i>Alt+Tab</i> may be used instead.

## Shortcut keys for moving and resizing frames, graphics and objects

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<b>Shortcut Keys</b>	<b>Effect</b>
<i>Esc</i>	Cursor is inside a text frame and no text is selected: <i>Esc</i> selects the text frame. Text frame is selected: <i>Esc</i> clears the cursor from the text frame.
<i>F2</i> or <i>Enter</i> or any key that produces a character on screen	If a text frame is selected: positions the cursor to the end of the text in the text frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
<i>Alt+Arrow Keys</i>	Moves the selected object.
<i>Alt+Ctrl+Arrow Keys</i>	Resizes an object by moving the lower right corner.
<i>Alt+Ctrl+Shift+Arrow Keys</i>	Resizes an object by moving the top left corner.
<i>Ctrl+Tab</i>	Selects the anchor of an object (in Edit Points mode).