

## Calc Keyboard Shortcuts



| 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 Current Spreadsheet  | <b>CTRL + S</b>  | Paste From Clipboard | <b>CTRL + V</b>         | Show Tooltip for Selected Item | <b>SHIFT + F2</b> |
| Print Current Spreadsheet | <b>CTRL + P</b>  | Paste Special        | <b>CTRL + SHIFT + V</b> |                                |                   |
| Close Current Spreadsheet | <b>CTRL + F4</b> | Select All           | <b>CTRL + A</b>         |                                |                   |

## Impress Keyboard Shortcuts



| 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 Current Presentation  | <b>CTRL + S</b>  | Paste From Clipboard | <b>CTRL + V</b>         | Show Tooltip for Selected Item | <b>SHIFT + F2</b> |
| Print Presentation Slides  | <b>CTRL + P</b>  | Paste Special        | <b>CTRL + SHIFT + V</b> |                                |                   |
| Close Current Presentation | <b>CTRL + F4</b> | Select All           | <b>CTRL + A</b>         |                                |                   |

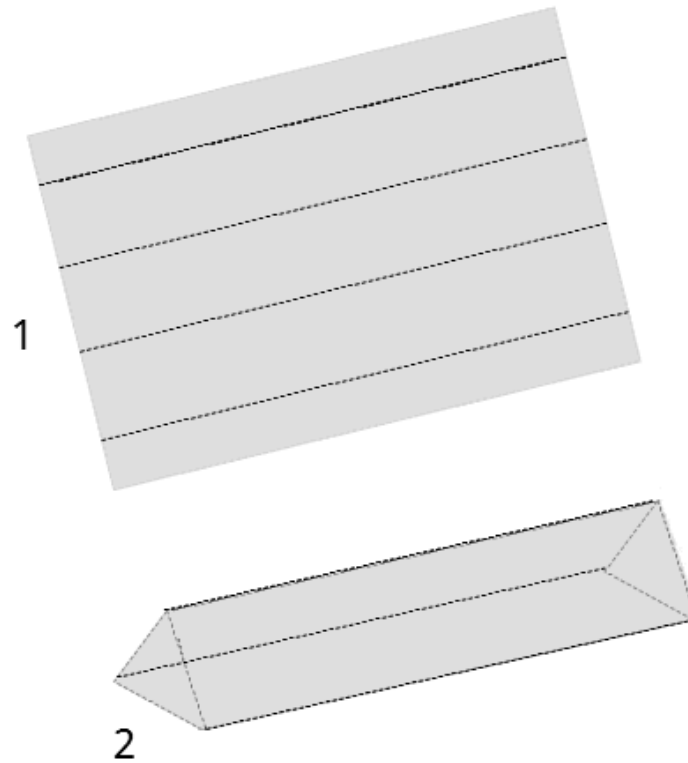
## Math Keyboard Shortcuts



| File                  |                  | Edit                 |                         | Help                           |                   |
|-----------------------|------------------|----------------------|-------------------------|--------------------------------|-------------------|
| Create a New Formula  | <b>CTRL + N</b>  | Cut Selected Items   | <b>CTRL + X</b>         | Help                           | <b>F1</b>         |
| Open a Formula        | <b>CTRL + O</b>  | Copy Selected Items  | <b>CTRL + C</b>         | What's This?                   | <b>SHIFT + F1</b> |
| Save Current Formula  | <b>CTRL + S</b>  | Paste From Clipboard | <b>CTRL + V</b>         | Show Tooltip for Selected Item | <b>SHIFT + F2</b> |
| Print Current Formula | <b>CTRL + P</b>  | Paste Special        | <b>CTRL + SHIFT + V</b> |                                |                   |
| Close Current Formula | <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 as shown to form a triangular tube
4. Display



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