

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		

Calc Keyboard Reference

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

Impress Keyboard Reference

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

Instructions:

1. Fold along the dotted lines.
2. Tape the top and bottom ends together to form a triangular tube.