

## 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>		

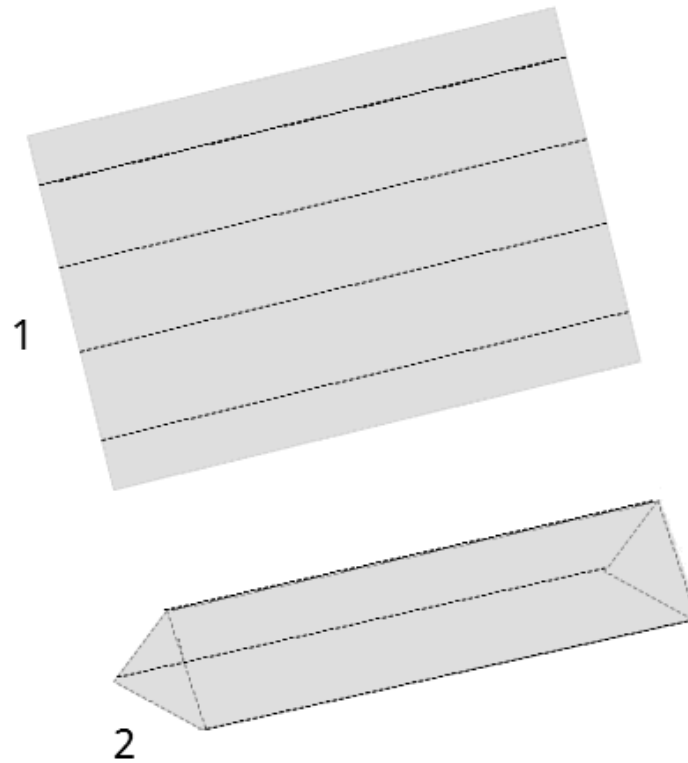
## Draw Keyboard Shortcuts



File		Edit		Help	
Create a New Drawing	<b>CTRL + N</b>	Cut Selected Items	<b>CTRL + X</b>	Help	<b>F1</b>
Open a Drawing	<b>CTRL + O</b>	Copy Selected Items	<b>CTRL + C</b>	What's This?	<b>SHIFT + F1</b>
Save Current Drawing	<b>CTRL + S</b>	Paste From Clipboard	<b>CTRL + V</b>	Show Tooltip for Selected Item	<b>SHIFT + F2</b>
Print Current Drawing	<b>CTRL + P</b>	Paste Special	<b>CTRL + SHIFT + V</b>		
Close Current Drawing	<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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