



LibreOffice

The Document Foundation

Getting Started Guide

Appendix A

Keyboard Shortcuts

Copyright

This document is Copyright © 2010 by its contributors as 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/3.0/>), version 3.0 or later.

All trademarks within this guide belong to their legitimate owners.

Contributors

Ron Faile Jr.

Feedback

Please direct any comments or suggestions about this document to:

documentation@libreoffice.org

Acknowledgments

This appendix is based on Appendix A of *Getting Started with OpenOffice.org*. The contributors to that appendix are:

Peter Hillier-Brook

Jean Hollis Weber

Alexander Noël Dunne

Publication date and software version

Published 16 December 2010. Based on LibreOffice 3.3.

Note for Mac users

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

<i>Windows/Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
Tools → Options menu selection	Libreoffice → Preferences	Access setup options
<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

Contents

Copyright.....	2
Note for Mac users.....	2
Introduction.....	4
<i>Tip for Macintosh users</i>	4
General keyboard shortcuts.....	5
Opening menus and menu items.....	5
Controlling dialogs.....	5
Getting help.....	5
Managing documents.....	6
Navigating across LibreOffice.....	6
Editing.....	6
Stopping macros.....	7
Defining keyboard shortcuts.....	7
Further reading.....	7

Introduction

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

This appendix lists some of the most common built-in keyboard shortcuts that apply to all components of LibreOffice. For shortcuts specific to Writer, Calc, Impress, Draw, or Base read the relevant component guide or search the application Help.

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 14) 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/Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
Right-click	Control+click	Open context menu
Ctrl (Control)	⌘ (<i>Command</i>)	Used with other keys
F5	Shift+⌘+F5	Open the Navigator
F11	⌘+T	Open Styles & Formatting window

General keyboard shortcuts

Opening menus and menu items

Shortcut Keys	Result
<i>Alt+<?></i>	Opens a menu where <?> is the underlined character of the menu you want to open. For example, <i>Alt+T</i> opens the menu <u>T</u> ools.
<i>Alt+<?>+<*></i>	Opens a menu item where <?> is the underlined character of the menu you want to open and <*> is the item within that menu. For example, <i>Alt+T+G</i> opens the <u>G</u> allery menu item in the menu <u>T</u> ools.
<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.

Shortcut Keys	Result
<i>Enter</i>	Activates selected button. In most cases where no button is selected, <i>Enter</i> is equivalent to clicking OK .
<i>Esc</i>	Closes dialog without saving any changes made while it was open. In most cases, <i>Esc</i> is equivalent to clicking Cancel. 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.

Getting help

Shortcut Keys	Result
<i>F1</i>	Opens LibreOffice Help dialog. In LibreOffice Help: jumps to first help page of the selected tab.
<i>Shift+F1</i>	Turns cursor into the What's This? question mark. Shows tip for an item underneath the cursor.
<i>Shift+F2</i>	Shows tip for a selected item.
<i>Esc</i>	In LibreOffice Help: goes up one level.

Managing documents

Shortcut Keys	Result
<i>Ctrl+F4</i> or <i>Alt+F4</i>	Closes the current document. Closes LibreOffice when the last open document is closed.
<i>Ctrl+O</i>	Launches Open dialog to open a document.
<i>Ctrl+S</i>	Saves the current document. If you are working on a previously unsaved file, the shortcut launches the Save As dialog.
<i>Ctrl+N</i>	Creates a new document.
<i>Shift+Ctrl+N</i>	Opens the Templates and Documents dialog.
<i>Ctrl+P</i>	Opens the Print dialog to print the document.
<i>Ctrl+Q</i>	Closes (“quits”) the application.
<i>Del</i>	In the Save and Open dialogs, deletes the selected files or folders. Items can be retrieved from the Recycle Bin (Garbage Bin).
<i>Shift+Del</i>	In the Save and Open dialogs, deletes the selected files or folders. Items are permanently deleted: they can not be retrieved from the Recycle Bin.
<i>Backspace</i>	In the Save and Open dialogs, shows contents of the current directory's parent folder.

Navigating across LibreOffice

Shortcut Keys	Result
<i>F6</i>	Selects next subwindow (for example: Menu bar, Standard toolbar, document view, and so on).
<i>Shift+F6</i>	Selects previous subwindow.
<i>F10</i>	Selects first menu, typically the File menu.
<i>Shift+F10</i>	Opens context menu.

Editing

Shortcut Keys	Result
<i>Ctrl+X</i>	Cuts selected items.
<i>Ctrl+C</i>	Copies selected items.
<i>Ctrl+V</i>	Pastes copied or cut items from the clipboard.
<i>Ctrl+Shift+V</i>	Opens the Paste Special dialog.
<i>Ctrl+A</i>	Selects all.
<i>Ctrl+Z</i>	Undoes last action.
<i>Ctrl+Y</i>	Redoes last action.
<i>Ctrl+Shift+Y</i>	Repeats last command.

Shortcut Keys	Result
<i>Ctrl+F</i>	Opens the Find & Replace dialog.
<i>Ctrl+Shift+F</i>	Searches for the last entered search term.
<i>Ctrl+Shift+R</i>	Refreshes (redraws) the document view.
<i>Ctrl+Shift+I</i>	Shows or hides the cursor in read-only text.

Stopping macros

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

Defining keyboard shortcuts

In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own. See Chapter 14 (Customizing LibreOffice) for instructions.

Further reading

For help with LibreOffice's keyboard shortcuts, or using LibreOffice with a keyboard only, search the application Help using the "shortcut keys" or "accessibility" keywords.