Appendix A
Keyboard Shortcuts
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Contributors

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Feedback

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Acknowledgments

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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.

<table>
<thead>
<tr>
<th>Windows/Linux</th>
<th>Mac equivalent</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools → Options menu selection</td>
<td>Libreoffice → Preferences</td>
<td>Access setup options</td>
</tr>
<tr>
<td>Right-click</td>
<td>Control+click</td>
<td>Open context menu</td>
</tr>
<tr>
<td>Ctrl (Control)</td>
<td>⌘ (Command)</td>
<td>Used with other keys</td>
</tr>
<tr>
<td>F5</td>
<td>Shift+⌘+F5</td>
<td>Open the Navigator</td>
</tr>
<tr>
<td>F11</td>
<td>⌘+T</td>
<td>Open Styles &amp; Formatting window</td>
</tr>
</tbody>
</table>

Documentation for LibreOffice is available at www.libreoffice.org
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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.

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</table>
General keyboard shortcuts

Opening menus and menu items

<table>
<thead>
<tr>
<th>Shortcut Keys</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt+&lt;?&gt;</td>
<td>Opens a menu where &lt;?&gt; is the underlined character of the menu you want to open. For example, Alt+T opens the menu Tools.</td>
</tr>
<tr>
<td>Alt+&lt;?&gt;+&lt;*&gt;</td>
<td>Opens a menu item where &lt;?&gt; is the underlined character of the menu you want to open and &lt;*&gt; is the item within that menu. For example, Alt+T+G opens the Gallery menu item in the menu Tools.</td>
</tr>
<tr>
<td>Esc</td>
<td>Closes an open menu.</td>
</tr>
</tbody>
</table>

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.

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

Getting help

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

<table>
<thead>
<tr>
<th>Shortcut Keys</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl+F4 or Alt+F4</td>
<td>Closes the current document. Closes LibreOffice when the last open document is closed.</td>
</tr>
<tr>
<td>Ctrl+O</td>
<td>Launches the Open dialog to open a document.</td>
</tr>
<tr>
<td>Ctrl+S</td>
<td>Saves the current document. If you are working on a previously unsaved file, the shortcut launches the Save As dialog.</td>
</tr>
<tr>
<td>Ctrl+N</td>
<td>Creates a new document.</td>
</tr>
<tr>
<td>Shift+Ctrl+N</td>
<td>Opens the Templates and Documents dialog.</td>
</tr>
<tr>
<td>Ctrl+P</td>
<td>Opens the Print dialog to print the document.</td>
</tr>
<tr>
<td>Ctrl+Q</td>
<td>Closes (&quot;quits&quot;) the application.</td>
</tr>
<tr>
<td>Del</td>
<td>In the Save and Open dialogs, deletes the selected files or folders. Items can be retrieved from the Recycle Bin (Garbage Bin).</td>
</tr>
<tr>
<td>Shift+Del</td>
<td>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.</td>
</tr>
<tr>
<td>Backspace</td>
<td>In the Save and Open dialogs, shows contents of the current directory's parent folder.</td>
</tr>
</tbody>
</table>

### Navigating across LibreOffice

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

### Editing

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

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

### Stopping macros

<table>
<thead>
<tr>
<th>Shortcut Keys</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift+Ctrl+Q</td>
<td>Stops a running macro.</td>
</tr>
</tbody>
</table>

### 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.