

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

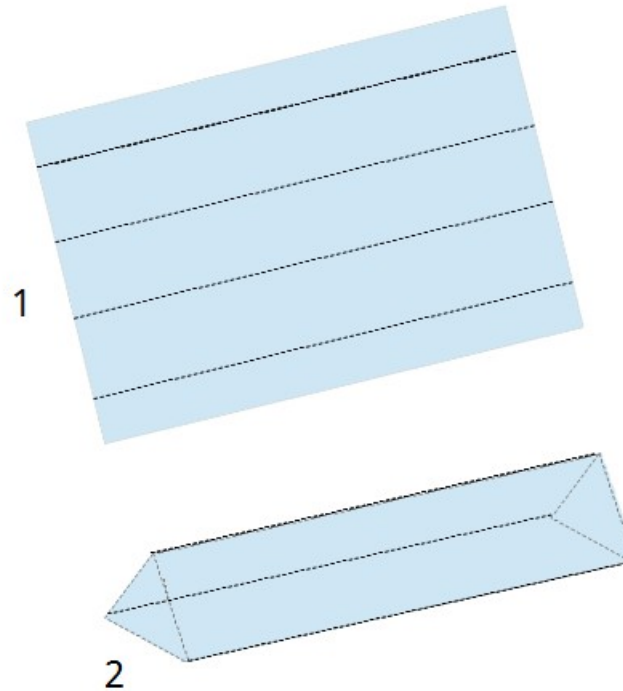
File	Edit	Help
Create a new spreadsheet Ctrl + N	Cut selected items Ctrl + X	Help F1
Open a spreadsheet Ctrl + O	Copy selected items Ctrl + C	What's This? Shift + F1
Save the current spreadsheet Ctrl + S	Paste from clipboard Ctrl + V	Show tip for selected item Shift + F2
Print a spreadsheet Ctrl + P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

Base Keyboard Reference

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

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 to form a triangular tube
4. Display



Contributors:
Ron Faile Jr.

License:

This work is licensed under three licenses, to be used alternatively or in combination depending on the user's needs:

- [Creative Commons Attribution Share-Alike 3.0 Unported \(CC-by-sa\)](#)
- [GNU Lesser General Public License version 3 or any later version \(LGPL 3+\)](#)
- [Mozilla Public License version 1.1 \(MPL 1.1\)](#),

Contact:

Send comments or suggestions to: documentation@global.libreoffice.org

Version: 3/18/2012