

Quick Tips – Impress



Editing Functions

Edit master slide	Menu: View ► Master slide
Insert image	Menu: Insert ► Image...
Insert chart	Menu: Insert ► Chart...
Start slide show	F5
Enable / disable Navigator	Ctrl + Shift + F5
Fit text to frame	Ctrl + Shift + F8
Group objects	Select the objects Ctrl + Shift + G
Enter group	F3
Exit group	Ctrl + F3
Edit the text of an object	F2
Edit points of an object	F8
Styles and Formatting	F11
Position and Size	F4
Duplicate object	Shift + F3

Presentation Functions

End presentation	Esc
Jump to the first slide	Home
Jump to the last slide	End
View black screen	B
View white screen	W
Go to the previous slide	Left Arrow, Up Arrow or Page Up
Go to the next slide	Enter, Space, Right Arrow, Down Arrow or Page Down

Shortcut keys (all applications)

File Functions

Create a new document	Ctrl + N
Open a document	Ctrl + O
Save document	Ctrl + S
Save as	Ctrl + Shift + S
Print	Ctrl + P

Editing Functions

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste Special	Ctrl + Shift + V
Select All	Ctrl + A
Undo	Ctrl + Z
Find	Ctrl + F
Find & Replace	Ctrl + H
Spelling and Grammar	F7

Formatting Functions

Clear direct formatting (Writer and Calc)	Ctrl + M
Italic	Ctrl + I
Bold	Ctrl + B
Underline	Ctrl + U
Justified	Ctrl + J
Center horizontally	Ctrl + E

ATTENTION

When saving a document, remember that LibreOffice stores the last folder used for saving. So in the “Save as...” option, always be sure to check if the folder displayed for saving is correct.



Quick Reference Guide LibreOffice 7.x

Main applications of LibreOffice

Text	LibreOffice Writer
Spreadsheet	LibreOffice Calc
Presentation	LibreOffice Impress

Open Document Format (ODF) extensions

Text	.odt
Spreadsheet	.ods
Presentation	.odp

Useful Links

Download documentation and LibreOffice program in various languages

<https://documentation.libreoffice.org/en/english-documentation/>

Extensions & Templates

<https://extensions.libreoffice.org/>

Open Document Format (ODF)

<https://www.oasis-open.org/>

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Quick Tips – Calc



Editing and Formatting Functions

Formatting cells (font, size, etc...)	Menu: Format ► Cells...
Sort Cells	Select the interval Menu: Data ► Sort...
Insert a chart	Menu: Insert ► Chart...
Filter cells / ranges	Select cells Menu: Data ► AutoFilter
Insert a function	Select cell Ctrl + F2 or Menu: Insert ► Function...
Value highlighting	Menu: View ► Value Highlighting Display the font color with: - black text - numbers in blue - green formula
Fixation of cells of header	Select the reference cell Menu: View ► Freeze Rows and Columns The cells above and to the left of the reference cell will be fixed.
Conditional formatting	Select cells Menu: Format ► Conditional ► Condition...
Hide columns	Select columns Menu: Format ► Columns ► Hide
Show columns	Select columns adjacent to the hidden column(s) Menu: Format ► Columns ► Show
Merge cells	Select cells Menu: Format ► Merge Cells ► Merge cells
Trace dependents	Shift + F5
Trace precedents	Shift + F9
Remove precedents or dependents	Menu: Tools ► Detective ► Remove All Traces

Print Functions

Define print ranges	Select the desired range Menu: Format ► Print Ranges ► Define
Edit print ranges	Menu: Format ► Print Ranges ► Edit...
View page breaks	Menu: View ► Page Break
View normal editing mode	Menu: View ► Normal
Printing view	Menu: File ► Print Preview
Page formatting (size, orientation,...)	Menu: Format ► Page...
Print	Menu: File ► Print...

Quick Tips – Writer



Editing and Formatting Functions

Spell checking	F7 or Menu: Tools ► Spelling...
Paste unformatted text	Ctrl + Shift + V and choose the option “Unformatted Text” or Menu: Edit ► Paste Special ► Paste Unformatted Text
Navigator	F5
Insert a table	Ctrl + F12 or Menu: Table ► Insert Table...
Properties of table	Select the table Menu: Table ► Properties...
Insert an image	Menu: Insert ► Image...
Export to PDF	Menu: File ► Export As ► Export as PDF...
Edit formatting styles	F11
Format font (character)	Menu: Format ► Character...
Format paragraph	Menu: Format ► Paragraph...
Apply Text Body style	Click on the paragraph Ctrl + 0 or Menu: Styles ► Text Body
Apply Heading 1 style	Click on the paragraph Ctrl + 1 or

	Menu: Styles ► Heading 1
Apply Heading 2 style	Click on the paragraph Ctrl + 2 or Menu: Styles ► Heading 2
Generate table of contents	Apply Heading Styles (1, 2, 3) Menu: Insert ► Table of contents and Index ► Table of contents, Index or Bibliography
Edit table of contents	Right-click the table of contents Choose Edit index
Remove table of contents	Right-click the table of contents Choose Delete index
Insert page numbers in footers	Menu: Insert ► Header and footer ► Footer ► Default Page Style Menu: Insert ► Page Number
Number pages from second page (first page as cover)	Create a new document Menu: Format ► Title Page Check “Insert new cover pages”, Click OK Menu: Insert ► Header and footer ► Footer ► Default Style Menu: Insert ► Page Number
Insert header	Menu: Insert ► Header and footer ► Header ► Default Page Style
Insert page break	Ctrl + Enter
Insert a page in landscape orientation	Menu: Insert ► More Breaks ► Manual Break... Check 'Page Break' Choose 'Landscape' in the Page Style field and click OK