

Libreoffice Writer Tutorial

File

New-> opens a new text document

Open → Opens an existing text document

Close → Closes the current document

Save → Saves current document with existing name

Save As → Saves current document with new name

Export as PDF → Saves current document in PDF Format

Print Preview → Gives Preview of Current document if printed (Printed Preview of current document)

Print – Prints the document

Preview in Webbrowser – Gives preview of document in Webbrowser

Exit Libreoffice – Closes Libreoffice

Shortcuts

Ctrl+N → Opens new document

Ctrl + O → Opens Existing document

Ctrl + S → Saves current document

Ctrl+Shift+S → Saves current document with a new name

Ctrl+Shift+O → Print Preview

Ctrl+P → Print

Ctrl+Q → Exit

Edit

Undo → Undo last activity

Redo → Redo last activity

Cut → Stores text in clipboard which can be used for copying but it clears the original text

Copy → Copies text to clipboard and retains the original text

Paste → Paste text in the clipboard at the current location of the cursor

Select All → Selects the text of the whole document

Find → Finds text in current document or current selected text

Find & Replace → Finds and Replaces text in the current document or current selected text

Goto Page → Moves cursor at the top of the page number entered

Shortcuts

Undo → Ctrl+Z

Redo → Ctrl+Y

Cut → Ctrl+X

Copy → Ctrl+C

Paste → Ctrl+V

Select All → Ctrl+A

Find → Ctrl+F

Find & Replace → Ctrl+H

Goto Page → Ctrl+Shift+F5

Insert

Page Break → Places a Page Break

Image → Inserts an Image

Media → Gallery → Inserts Image from Gallery

Media → Audio or Video → Inserts audio file or a video file

Chart → Inserts a Chart

Insert Object → Formula → Inserts a mathematical formula

Insert Object → Insert OLE Object → Inserts OLE (Object Linking and Embedding) Object

Insert Shape → Line → Inserts a Line

Insert Shape → Basic Shape → Inserts Basic Shape

Insert Shape → Symbol → Inserts Symbol

Insert Fontwork → Inserts text in WordArt Inserts graphical styles for text

Insert TextBox → Inserts Textbox

Insert Comment → Inserts a Comment

Inserts HyperLink → Inserts Hyper Link

Inserts Bookmark → Inserts Bookmark

Insert Special Character → Inserts Special Character

Insert Horizontal Line → Inserts a Horizontal Line

Insert Page Number → Inserts Page Number

Insert Field → Inserts Current Date, Time, Page Number, Page Count, Title, Author, Subject

Format

Format → Text → Bold → Bold the selections makes selection a little bit dark

Format → Text → Underline → Underlines selected text

Format → Text → Italics → Italics the selected text

Format → Text → Double Underline → Double Underlines the Text

Format → Text → Strikethrough → Strikes Through the current selected text

Format → Text → Overline → Overlines the current selected text

Format → Paragraph → Inserts a new Paragraph

Format → Bullets and Numbering → Inserts Bullets and Numbering

Table

Table → Insert Table

Table → Insert → Rows Above → Insert Rows above the current row

Table → Insert → Rows Below → Insert Rows below the current row

Table → Insert → Rows → Insert more Number of rows

Table → Insert → Columns Left → Insert Columns left to current column

Table → Insert → Columns Right → Insert columns right to current column

Table → Insert → Columns → Inserts more number of columns

Table → Delete → Rows → Deletes Rows from a Table

Table → Delete → Columns → Deletes Columns from Table

Table → Delete → Table → Deletes whole table currently selected

Table → Select → Row → Selects current row

Table → Select → Column → Selects Current column

Table → Select → Table → Selects Current Table

Table → Select → Cell → Selects Current cell in a table

Table → Merge Cells → used to combine number of cells in one cell

Table → Split Cells → Used to split a cell in number of cells

Table → Merge Table → used to merge two tables

Table → Split Table → used to split a table into multiple table

Table → Convert → Text to Table → Converts Text to table

Table → Convert → Table to text → Converts table to text

Table → Formula → Inserts a Formula

Tools → Spelling and Grammar → Sets Spelling and Grammar Settings