Shortcut Keys for LibreOffice Writer

You can use shortcut keys to quickly perform common tasks in LibreOffice. This section lists the default shortcut keys for LibreOffice Writer.

You can also use the general shortcut keys in LibreOffice.

Function Keys for LibreOffice Writer

Shortcut keys	Effect
F2	Formula Bar
Ctrl+F2	Insert Fields
F3	Complete AutoText
Ctrl+F3	Edit AutoText
Shift+F4	Select next frame
Ctrl+Shift+F4	Open Data Source View
F5	Navigator on/off
Shift+F5	Moves the cursor to the position that it had when the document was last saved before it was last closed.
Ctrl+Shift+F5	Navigator on, go to page number
F7	Spelling
Ctrl+F7	Thesaurus
F8	Extension mode
Ctrl+F8	Field shadings on / off
Shift+F8	Additional selection mode
Ctrl+Shift+F8	Block selection mode
F9	Update fields
Ctrl+F9	Show fields
Shift+F9	Calculate Table

Ctrl+Shift+F9	Update Input Fields and Input Lists
Ctrl+F10	Non-printing Characters on/off
F11	Styles window on/off
Shift+F11	Create Style
Ctrl+F11	Sets focus to Apply Style box
Ctrl+Shift+F11	Update Style
F12	Toggle Ordered List
Ctrl+F12	Insert or edit Table
Shift+F12	Toggle Unordered List
Ctrl+Shift+F12	Ordered / Unordered List off

Shortcut Keys for LibreOffice Writer

Shortcut keys	Effect
Ctrl+A	Select All
Ctrl+J	Justify
Ctrl+D	Double Underline
Ctrl+E	Centred
Ctrl+H	Find and Replace
Ctrl+Shift+P	Superscript
Ctrl+L	Align Left
Ctrl+R	Align Right
Ctrl+Shift+B	Subscript
Ctrl+Y	Redo last action
Ctrl+0 (zero)	Apply Text Body paragraph style
Ctrl+1	Apply Heading 1 paragraph style
Ctrl+2	Apply Heading 2 paragraph style
Ctrl+3	Apply Heading 3 paragraph style

Ctrl+4	Apply Heading 4 paragraph style
Ctrl+5	Apply Heading 5 paragraph style
Ctrl + Plus Key(+)	Calculates the selected text and copies the result to the clipboard.
Ctrl+Hyphen(-)	Soft hyphens; hyphenation set by you.
Ctrl+Shift+minus sign (-)	Non-breaking hyphen (is not used for hyphenation)
Ctrl+multiplication sign * (only on number pad)	Run macro field
Ctrl+Shift+Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
Shift+Enter	Line break without paragraph change
Ctrl+Enter	Manual page break
Ctrl+Shift+Enter	Column break in multicolumnar texts
Alt+Enter	Inserting a new paragraph without numbering inside a list. Does not work when the cursor is at the end of the list.
Alt+Enter	Inserting a new paragraph directly before or after a section, or before a table.
Arrow Left	Move cursor to the left
Shift+Arrow Left	Move cursor with selection to the left
Ctrl+Arrow Left	Go to the beginning of word
Ctrl+Shift+Arrow Left	Selecting to the left word by word
Arrow Right	Move cursor to the right
Shift+Arrow Right	Move cursor with selection to the right
Ctrl+Arrow Right	Go to the beginning of the next word
Ctrl+Shift+Arrow Right	Selecting to the right word by word
Arrow Up	Move cursor up one line
Shift+Arrow Up	Selecting lines in an upwards direction

Ctrl+Arrow Up	Move cursor to the beginning of the previous paragraph
CtrlShift+Arrow Up	Select to the beginning of the paragraph. Next keystroke extends selection to the beginning of the previous paragraph
Arrow Down	Move cursor down one line
Shift+Arrow Down	Selecting lines in a downwards direction
Ctrl+Arrow Down	Move cursor to the beginning of the next paragraph
CtrlShift+Arrow Down	Select to the end of the paragraph. Next keystroke extends selection to the end of the next paragraph
Home	Go to the beginning of the line
Home+Shift	Go and select to the beginning of the line
End	Go to the end of the line
End+Shift	Go and select to the end of the line
Ctrl+Home	Go to the beginning of the document
Ctrl+Home+Shift	Go and select text to the beginning of the document
Ctrl+End	Go to end of document
Ctrl+End+Shift	Go and select text to the end of the document
Ctrl+PageUp	Switch cursor between text and header
Ctrl+PageDown	Switch cursor between text and footer
Insert	Insert mode on/off
PageUp	Screen page up
Shift+PageUp	Move up screen page with selection
PageDown	Move down screen page
Shift+PageDown	Move down screen page with selection
Ctrl+Del	Delete text to the end of the word

Ctrl+Backspace	Delete text to the beginning of the word In a list: delete an empty paragraph in front of the current paragraph
Ctrl+Del+Shift	Delete text to the end of the sentence
Ctrl+Shift+Backspace	Delete text to the beginning of the sentence
Ctrl+Tab	Next suggestion with Automatic Word Completion
Ctrl+Shift+Tab	Use previous suggestion with Automatic Word Completion
Ctrl+Alt+Shift+V	Paste the contents of the clipboard as unformatted text.
Ctrl + double-click or Ctrl + Shift + F10	Use this combination to quickly dock or undock the Navigator, Styles window, or other windows

Shortcut Keys for Paragraphs and Heading Levels

Shortcut keys	Effect
Ctrl+Alt+Up Arrow	Move the active paragraph or selected paragraphs up one paragraph.
Ctrl+Alt+Down Arrow	Move the active paragraph or selected paragraphs down one paragraph.
Tab	The heading in format "Heading X" (X = 1-9) is moved down one level in the outline.
Shift+Tab	The heading in format "Heading X" (X = 2-10) is moved up one level in the outline.
Ctrl+Tab	At the start of a heading: Inserts a tab stop. Depending on the Window Manager in use, Alt+Tab may be used instead. To change the heading level with the keyboard, first position the cursor in front of the heading.

Shortcut Keys for Tables in LibreOffice Writer

Shortcut Keys	Effect
Ctrl+A	If the active cell is empty: selects the whole table. Otherwise: selects the contents of the active cell. Pressing again selects the entire table.
Ctrl+Home	If the active cell is empty: goes to the beginning of the table. Otherwise: first press goes to the beginning of the active cell, second press goes to the beginning of the current table, third press goes to the beginning of the document.
Ctrl+End	If the active cell is empty: goes to the end of the table. Otherwise: first press goes to the end of the active cell, second press goes to the end of the current table, third press goes to the end of the document.
Ctrl+Tab	Inserts a tab stop (only in tables). Depending on the Window Manager in use, Alt+Tab may be used instead.
Alt+Arrow Keys	Increases/decreases the size of the column/row on the right/bottom cell edge
Alt+Shift+Arrow Keys	Increase/decrease the size of the column/row on the left/top cell edge
Alt+Ctrl+Arrow Keys	Like Alt, but only the active cell is modified
Ctrl+Alt+Shift+Arrow Keys	Like Alt, but only the active cell is modified
Ctrl+Shift+T	Removes cell protection from all selected tables. If no table is selected, then cell protection is removed from all of the tables in the document.
Shift+Ctrl+Del	If no whole cell is selected, the text from the cursor to the end of the current sentence is deleted. If the cursor is at the end of a cell, and no whole cell is selected, the contents of the next cell are deleted. If no whole cell is selected and the cursor is at the end of the table, the paragraph following the table will be deleted, unless it is the last paragraph in the document. If one or more cells are selected, the whole rows containing the selection will be deleted. If all

rows are selected completely or partially, the entire table will be deleted.

Shortcut Keys for Moving and Resizing Frames, Graphics and Objects

Shortcut Keys	Effect
Esc	Cursor is inside a frame and no text is selected: Escape selects the frame. Frame is selected: Escape clears the cursor from the frame.
F2 or Enter or any key that produces a character on screen	If a frame is selected: positions the cursor to the end of the text in the frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
Alt+Arrow Keys	Move object.
Alt+Ctrl+Arrow Keys	Resizes by moving lower right corner.
Alt+Ctrl+Shift+Arrow Keys	Resizes by moving top left corner.
Ctrl+Tab	Selects the anchor of an object (in Edit Points mode).