

# LibreOffice Calc cheat sheet

## General

Alt + Enter	Fill a selected cell range with the formula that you entered on the Input line
Alt + Shift + Enter	Apply the cell format of the input cell to the entire cell range
Shift + Ctrl + Enter	Create a matrix in which all the cells contain the same information. Components of the matrix cannot be edited
Ctrl	To select multiple cells in different areas of a sheet, hold down Ctrl and drag in the different areas
Ctrl	To select multiple sheets in a spreadsheet, hold down Ctrl, and then click the name tabs at the lower edge of the workspace.
Shift	To select only one sheet in a selection, hold down Shift, and then click the name tab of the sheet
Ctrl + Enter	To insert a manual line break in a cell, click in the cell, and then press Ctrl + Enter
Backspace	Delete the contents of selected cells
Del	Delete the contents of selected cells without a dialog

## Navigating

Ctrl + Home	Moves the cursor to the first cell in the sheet (A1)
Ctrl + End	Moves the cursor to the last cell on the sheet that contains data
Home	Moves the cursor to the first cell of the current row
End	Moves the cursor to the last cell of the current row
Shift + Home	Selects cells from the current cell to the first cell of the current row
Shift + End	Selects cells from the current cell to the last cell of the current row
Shift + Page Up	Selects cells from the current cell up to one page in the current

	column or extends the existing selection one page up
Shift + Page Down	Selects cells from the current cell down to one page in the current column or extends the existing selection one page down
Ctrl + Left arrow	Moves the cursor to the left edge of the current data range. If the column to the left of the cell that contains the cursor is empty, the cursor moves to the next column to the left that contains data
Ctrl + Right arrow	Moves the cursor to the right edge of the current data range. If the column to the right of the cell that contains the cursor is empty, the cursor moves to the next column to the right that contains data
Ctrl + Up arrow	Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty, the cursor moves up to the next row that contains data
Ctrl + Down arrow	Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty, the cursor moves down to the next row that contains data
Ctrl + Shift + Arrow keys	Selects all cells containing data from the current cell to the end of the continuous range of data cells, in the direction of the arrow pressed. If used to select rows and columns together, a rectangular cell range is selected
Ctrl + Page Up	Moves one sheet to the left
Ctrl + Page Up	In the print preview: Moves to the previous print page
Ctrl + Page Down	Moves one sheet to the right
Ctrl + Page Down	In the print preview: Moves to the next print page
Alt + Page Up	Moves one screen to the left
Alt + Page Down	Moves one screen page to the right

Shift + Ctrl + Page Up	Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this shortcut key combination only selects the previous sheet. Makes the previous sheet the current sheet
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Shift + Ctrl + Page Down	Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this shortcut key combination only selects the next sheet. Makes the next sheet the current sheet
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Ctrl + *	where (*) is the multiplication sign on the numeric key pad
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Ctrl + *	Selects the data range that contains the cursor. A range is a contiguous cell range that contains data and is bounded by empty row and columns
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Ctrl + /	where (/) is the division sign on the numeric key pad
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Ctrl + /	Selects the matrix formula range that contains the cursor
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Ctrl + +	Insert cells (as in menu Insert - Cells)
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Ctrl + -	Delete cells (as in menu Edit - Delete Cells)
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Enter	(in a selected range) Moves the cursor down one cell in a selected range. To specify the direction that the cursor moves, choose Tools - Options' - LibreOffice Calc - General'
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Ctrl + `	Displays or hides the formulas instead of the values in all cells (see note below this table)
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The ` key is located next to the "1" key on most English keyboards. If your keyboard does not show this key, you can assign another key: Choose Tools - Customize, click the Keyboard tab. Select the "View" category and the "Toggle Formula" function.

## Function keys

Ctrl + F1	Displays the comment that is attached to the current cell
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F2	Switches to Edit mode and places the cursor at the end of the contents of the current cell. Press again to exit Edit mode
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F2	If the cursor is in an input box in a dialog that has a Minimize button, the dialog is hidden and the input box remains visible. Press F2 again to show the whole dialog
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Ctrl + F2	Opens the Function Wizard
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Shift + Ctrl + F2	Moves the cursor to the Input line where you can enter a formula for the current cell
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Ctrl + F3	Opens the Define Names dialog
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Shift + Ctrl + F4	Shows or Hides the Database explorer
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F4	Rearranges the relative or absolute references (for example, A1, \$A\$1, \$A1, A\$1) in the input field
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F5	Shows or hides the Navigator
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Shift + F5	Traces dependents
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Shift + F7	Traces precedents
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Shift + Ctrl + F5	Moves the cursor from the Input line to the Sheet area box
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F7	Checks spelling in the current sheet
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Ctrl + F7	Opens the Thesaurus if the current cell contains text
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F8	Turns additional selection mode on or off. In this mode, you can use the arrow keys to extend the selection. You can also click in another cell to extend the selection
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Ctrl + F8	Highlights cells containing values
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F9	Recalculates changed formulas in the current sheet
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Ctrl + Shift + F9	Recalculates all formulas in all sheets
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Ctrl + F9	Updates the selected chart
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F11	Opens the Styles and Formatting window where you can apply a formatting style to the contents
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	of the cell or to the current sheet
Shift + F11	Creates a document template
Shift + Ctrl + F11	Updates the templates
F12	Groups the selected data range
Ctrl + F12	Ungroups the selected data range
Alt + Down arrow	Increases the height of current row (only in OpenOffice.org legacy compatibility mode)
Alt + Up arrow	Decreases the height of current row (only in OpenOffice.org legacy compatibility mode)
Alt + Right arrow	Increases the width of the current column
Alt + Left arrow	Decreases the width of the current column
Alt + Shift + Arrow keys	Optimizes the column width or row height based on the current cell

## Formatting cells

Ctrl + 1	Open Format Cells dialog
Ctrl + Shift + 1	Two decimal places, thousands separator
Ctrl + Shift + 2	Standard exponential format
Ctrl + Shift + 3	Standard date format
Ctrl + Shift + 4	Standard currency format
Ctrl + Shift + 5	Standard percentage format (two decimal places)
Ctrl + Shift + 6	Standard format

## Using the pivot table

Tab	Changes the focus by moving forwards through the areas and buttons of the dialog
Shift + Tab	Changes the focus by moving backwards through the areas and buttons of the dialog
Up arrow	Moves the focus up one item in the current dialog area
Down arrow	Moves the focus down one item in the current dialog area
Left arrow	Moves the focus one item to the

	left in the current dialog area
Right arrow	Moves the focus one item to the right in the current dialog area
Home	Selects the first item in the current dialog area
End	Selects the last item in the current dialog area
Alt	and the underlined character in the word "Row" Copies or moves the current field into the "Row" area
Alt	and the underlined character in the word "Column" Copies or moves the current field into the "Column" area
Alt	and the underlined character in the word "Data" Copies or moves the current field into the "Data" area
Ctrl + Up arrow	Moves the current field up one place
Ctrl + Down arrow	Moves the current field down one place
Ctrl + Left arrow	Moves the current field one place to the left
Ctrl + Right arrow	Moves the current field one place to the right
Ctrl + Home	Moves the current field to the first place
Ctrl + End	Moves the current field to the last place
Alt + O	Displays the options for the current field
Del	Removes the current field from the area

Source: LibreOffice help

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More information: [defkey.com/libreoffice-calc-shortcuts](https://defkey.com/libreoffice-calc-shortcuts)

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