

LibreOffice cheat sheet

General

Some of the shortcut keys may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to LibreOffice. Try to assign different keys either for LibreOffice, in Tools - Customize - Keyboard, or in your desktop system.

Alt	Open menu by underlined character. After menu opens, the menu items will be also underlined. You can just press this character to activate the feature
Shift + Left click + Move the mouse or Ctrl + Left click + Move the mouse or Alt + Left click + Move the mouse	While dragging items with mouse, hold Shift, Ctrl or Alt key to access modified features. The cursor will change to highlight the activated feature
Ctrl + A	Select entire text
Ctrl + Del	Delete everything from the cursor position to the end of the word
Insert	Switch between insert mode and overwrite mode
Ctrl + Z	Undo modifications one step at a time
Down arrow	Scroll through AutoComplete suggestions
Ctrl + Shift + Q	Terminate running macros

Controlling dialogs

Enter	Activates the focused button in a dialog
Esc	Terminates the action or dialog. If in LibreOffice Help: goes up one level
Space	Toggles the focused check box in a dialog
Arrow keys	Changes the active control field in an option section of a dialog
Tab	Advances focus to the next section or element in a dialog
Shift + Tab	Moves the focus to the previous section or element in a dialog
Alt + Down arrow	Opens the list of the control field

currently selected in a dialog. These shortcut keys apply not only to combo boxes but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key.

Controlling documents and windows

Ctrl + O	Opens a document
Ctrl + S	Saves the current document
Ctrl + N	Creates a new document
Ctrl + Shift + N	Opens Templates and Documents dialog
Ctrl + P	Prints document
Ctrl + F	Activates the Find toolbar
Ctrl + H	Calls the Find & Replace dialog
Ctrl + Shift + F	Searches for the last entered search term
Ctrl + Shift + J	Toggles the view between fullscreen mode and normal mode in Writer or Calc
Ctrl + Shift + R	Redraws the document view
Ctrl + Shift + I	Enable or disable the selection cursor in read-only text
F1	Starts the LibreOffice Help
Shift + F1	Context Help
Shift + F2	Turns on Extended Tips for the currently selected command, icon or control
F6	Sets focus in next subwindow (for example, document/data source view)
Shift + F6	Sets focus in previous subwindow.
F10	Activates the first menu (File menu)
Shift + F10	Opens the context menu.
Ctrl + F4 or Alt + F4	Closes the current document (close LibreOffice when the last open document is closed)
Ctrl + Q	Exits application.

Editing and formatting documents

Ctrl + Tab	When positioned at the start of a header, a tab is inserted
Enter	(when an OLE object is selected) Activates the selected OLE object
Enter	(when a drawing object or text object is selected) Activates text input mode
Ctrl + X	Cuts out the selected elements
Ctrl + C	Copies the selected items
Ctrl + V	Pastes from the clipboard
Ctrl + Alt + Shift + V	Pastes unformatted text from the clipboard. The text is pasted using the format that exists at the insertion point
Ctrl + Shift + V	Opens the Paste Special dialog
Ctrl + A	Selects all
Ctrl + Z	Undoes last action
Ctrl + Y	Redoes last action
Ctrl + Shift + Y	Repeats last command
Ctrl + I	The Italic attribute is applied to the selected area. If the cursor is positioned in a word, this word is also marked in italic
Ctrl + B	The Bold attribute is applied to the selected area. If the cursor is positioned in a word, this word is also put in bold
Ctrl + U	The Underlined attribute is applied to the selected area. If the cursor is positioned in a word, this word is also underlined
Ctrl + M	Removes direct formatting from selected text or objects (as in Format - Clear Direct Formatting)

Gallery

Tab	Moves between areas
Shift + Tab	Moves between areas (backwards)

New Theme area of the Gallery

Up arrow	Moves the selection up one
Down arrow	Moves the selection down
Ctrl + Enter	Opens the Properties dialog
Shift + F10	Opens a context menu
Ctrl + U	Refreshes the selected theme
Ctrl + R	Opens the Enter Title dialog
Ctrl + D	Deletes the selected theme
Insert	Inserts a new theme

Gallery preview area

Home	Jumps to the first entry
End	Jumps to the last entry
Left arrow	Selects the next Gallery element on the left
Right arrow	Selects the next Gallery element on the right
Up arrow	Selects the next Gallery element above
Down arrow	Selects the next Gallery element below
Page Up	Scroll up one screen
Page Down	Scroll down one screen
Ctrl + Shift + Insert	Inserts the selected object as a linked object into the current document
Ctrl + I	Inserts a copy of the selected object into the current document
Ctrl + T	Opens the Enter Title dialog
Ctrl + P or Space or Enter	Switches between themes view and object view

Selecting rows and columns in a database table

Space	Toggles row selection, except when the row is in edit mode
Ctrl + Space	Toggles row selection
Shift + Space	Selects the current column
Ctrl + Page Up	Moves pointer to the first row
Ctrl + Page Down	Moves pointer to the last row

Drawing objects

Select the toolbar with F6. Use the Down Arrow and Right Arrow to select the desired toolbar icon and press Ctrl+Enter: Inserts a Drawing Object.

Ctrl + F6 then Tab	Selects a Drawing Object
Tab	Selects the next Drawing Object
Shift + Tab	Selects the previous Drawing Object
Ctrl + Home	Selects the first Drawing Object
Ctrl + End	Selects the last Drawing Object
Esc	Ends Drawing Object selection
Esc	(in Handle Selection Mode) Exit Handle Selection Mode and return to Object Selection Mode
Arrow keys	Move the selected point (the snap-to-grid functions are temporarily disabled, but end points still snap to each other)
Alt + Arrow keys	Moves the selected Drawing Object one pixel (in Selection Mode)
Alt + Arrow keys	Re-sizes a Drawing Object (in Handle Selection Mode)
Alt + Arrow keys	Rotates a Drawing Object (in Rotation Mode)
Alt + Arrow keys	Opens the properties dialog for a Drawing Object
Alt + Arrow keys	Activates the Point Selection mode for the selected drawing object
Space	Select a point of a drawing object (in Point Selection mode) / Cancel selection
Space	The selected point blinks once per second
Shift + Space	Select an additional point in Point Selection mode
Ctrl + Tab	Select the next point of the drawing object (Point Selection mode)
Ctrl + Tab	In Rotation mode, the center of rotation can also be selected
Ctrl + Shift + Tab	Select the previous point of the drawing object (Point Selection mode)
Ctrl + Enter	A new drawing object with

default size is placed in the center of the current view

Ctrl + Enter	(at the Selection icon) Activates the first drawing object in the document.
Esc	Leave the Point Selection mode. The drawing object is selected afterwards
Esc	Edit a point of a drawing object (Point Edit mode)
Pressing any text or numerical key: If a drawing object is selected, switches to edit mode and places the cursor at the end of the text in the drawing object. A printable character is inserted	
Alt	(while creating or scaling a graphic object) The position of the object's center is fixed
Shift	(while creating or scaling a graphic object) The ratio of the object's width to height is fixed

Last modification: 2/5/2020 6:59:51 AM

More information: defkey.com/libreoffice-shortcuts

[Customize this PDF...](#)