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OPENOFFICE DEFAULT KEY BINDINGS/ KEYBOARD SHORTCUTS

OpenOffice Writer

F2	Insert Formula
F3	Run AutoText Entry
F5	Navigator On/Off
F7	Spell Check
F8	Extended Selection On
F9	Update Fields
F11	Stylist On/Off
F12	Numbering On/Off
Down Arrow	To Line Below
Up Arrow	To Top Line
Left Arrow	To Character Left
Right Arrow	Go Right
HOME	To Beginning of Line
END	To End of Line
PAGE UP	To Previous Page
PAGE DOWN	To Next Page
RETURN	Insert Paragraph

ESCAPE	Cancel
INSERT	Type Over or Insert Mode
SHIFT + F5	To Next Frame
SHIFT + F8	MultiSelection On
SHIFT + F9	Calculate Table
SHIFT + F11	New Template (apply)
SHIFT + F12	Bullets On/Off
SHIFT + Down Arrow	Select Down
SHIFT + Up Arrow	Select to Top Line
SHIFT + Left Arrow	Select Character Left
SHIFT + Right Arrow	Select Character Right
SHIFT + HOME	Select to Beginning of Line
SHIFT + END	Select to End of Line
SHIFT + PAGE UP	Select to Previous Page
SHIFT + PAGE DOWN	Select to Next Page
CTRL + 1	Line Spacing: 1
CTRL + 2	Line Spacing: 2
CTRL + 5	Line Spacing: 1.5
CTRL + B	Bold
CTRL + D	Double Underline
CTRL + E	Center
CTRL + I	Italic
CTRL + J	Justify
CTRL + L	Align Left
CTRL + R	Align Right
CTRL + U	Underline
CTRL + Y	Style Catalog
CTRL + Z	Undo
CTRL + Down Arrow	Move Current Line Down
CTRL + Up Arrow	Move Current Line Up
CTRL + Left Arrow	To Word Left
CTRL + Right Arrow	To Word Right
CTRL + HOME	To Beginning of Document
CTRL + END	To End of Document
CTRL + PAGE UP	To Header
CTRL + PAGE DOWN	To Footer
CTRL + SPACE	Insert Nonbreaking Space
CTRL + BACKSPACE	Delete to Start of Word

CTRL + DELETE	Delete to End of Word
CTRL + Minus (-)	Insert Soft Hyphen
CTRL + SHIFT + B	Subscript
CTRL + SHIFT + F	Repeat Search
CTRL + SHIFT + P	Superscript
CTRL + SHIFT + R	Restore View
CTRL + SHIFT + T	Unprotect Sheet
CTRL + SHIFT + F9	Update Input Fields
CTRL + SHIFT + F11	Update Template (apply)
CTRL + SHIFT + F12	Numbering Off
CTRL + SHIFT + Down Arrow	To End of Table
CTRL + SHIFT + Up Arrow	To Beginning of Table
CTRL + SHIFT + Left Arrow	Select to Beginning of Word
CTRL + SHIFT + Right Arrow	Select to Word Right
CTRL + SHIFT + HOME	Select to Beginning of Document
CTRL + SHIFT + END	Select to End of Document
CTRL + SHIFT + BACKSPACE	Delete to Start of Sentence
CTRL + SHIFT + DELETE	Delete to End of Sentence

OpenOffice Calc

F2	Set Input Mode
F4	Data Sources
F5	Navigator On/Off
F7	Spell Check
F8	Status of Extended Selection
F9	Recalculate
F11	Stylist On/Off
F12	Insert Group
Down Arrow	Move Down
Up Arrow	Move Up
Left Arrow	Move Left
Right Arrow	Move Right
HOME	To Beginning of Document
END	To End of Document
PAGE UP	Page Up
PAGE DOWN	Page Down
ESCAPE	Cancel
BACKSPACE	Delete Contents

INSERT	Paste Special
SHIFT + F4	Relative/Absolute References
SHIFT + F5	Trace Dependents
SHIFT + F8	Status of Expanded Selection
SHIFT + F11	Save as Template
SHIFT + Down Arrow	Select Down
SHIFT + Up Arrow	Select Up
SHIFT + Left Arrow	Select Left
SHIFT + Right Arrow	Select Right
SHIFT + HOME	Select to Beginning of Document
SHIFT + END	Select to End of Document
SHIFT + PAGE UP	Select Page Up
SHIFT + PAGE DOWN	Select Page Down
SHIFT + SPACE	Select Row
SHIFT + BACKSPACE	Undo Selection
CTRL + 1	Line Spacing: 1
CTRL + 2	Line Spacing: 2
CTRL + 5	Line Spacing: 1.5
CTRL + B	Bold
CTRL + D	Selection List
CTRL + E	Align Center Horizontally
CTRL + I	Italic
CTRL + J	Justify
CTRL + L	Align Left
CTRL + R	Align Right
CTRL + U	Underline
CTRL + Y	Style Catalog
CTRL + Z	Undo
CTRL + Down Arrow	To Lower Block Margin
CTRL + Up Arrow	To Upper Block Margin
CTRL + Left Arrow	To Left Block Margin
CTRL + Right Arrow	To Right Block Margin
CTRL + HOME	To Beginning of File
CTRL + END	To End of File
CTRL + SPACE	Select Column
CTRL + BACKSPACE	To Current Cell
CTRL + SHIFT + 1	Number Format: Decimal
CTRL + SHIFT + 2	Number Format: Exponential

CTRL + SHIFT + 3	Number Format: Date
CTRL + SHIFT + 4	Number Format: Currency
CTRL + SHIFT + 5	Number Format: Percentage
CTRL + SHIFT + 6	Number Format: Standard
CTRL + SHIFT + B	Subscript
CTRL + SHIFT + F	Repeat Search
CTRL + SHIFT + P	Superscript
CTRL + SHIFT + R	Redraw
CTRL + SHIFT + T	Sheet Area Input Field
CTRL + SHIFT + F9	Recalculate Hard
CTRL + SHIFT + Down Arrow	Select to Lower Block Margin
CTRL + SHIFT + Up Arrow	Select to Upper Block Margin
CTRL + SHIFT + Left Arrow	Select to Left Block Margin
CTRL + SHIFT + Right Arrow	Select to Right Block Margin
CTRL + SHIFT + HOME	Select to Beginning of File
CTRL + SHIFT + END	Select to End of File

OpenOffice Impress

F2	Text
F3	Enter Group
F4	Position and Size
F5	Navigator On/Off
F7	Spell Check
F8	Edit Points
F11	Stylist On/Off
F12	Outline View
DELETE	Delete
SHIFT + F3	Duplicate
SHIFT + INSERT	Paste
SHIFT + DELETE	Cut
CTRL + 1	Line Spacing: 1
CTRL + 2	Line Spacing: 2
CTRL + 5	Line Spacing: 1.5
CTRL + B	Bold
CTRL + C	Copy
CTRL + E	Center
CTRL + I	Italic
CTRL + J	Justify

CTRL + L	Align Left
CTRL + N	New
CTRL + O	Open File
CTRL + P	Print File
CTRL + Q	Exit
CTRL + R	Align Right
CTRL + S	Save Document
CTRL + U	Underline
CTRL + V	Paste
CTRL + W	Close Window
CTRL + X	Cut
CTRL + Y	Style Catalog
CTRL + Z	Undo
CTRL + F2	Slide Show
CTRL + F3	Exit Group
CTRL + SHIFT + A	Ungroup
CTRL + SHIFT + B	Subscript
CTRL + SHIFT + G	Group
CTRL + SHIFT + K	Combination
CTRL + SHIFT + P	Superscript
CTRL + SHIFT + F8	Fit to Frame

OpenOffice Draw

F2	Text
F3	Enter Group
F4	Position and Size
F5	Navigator On/Off
F7	Spell Check
F8	Edit Points
F11	Stylist On/Off
DELETE	Delete
SHIFT + F3	Duplicate
SHIFT + INSERT	Paste
SHIFT + DELETE	Cut
CTRL + 1	Line Spacing: 1
CTRL + 2	Line Spacing: 2
CTRL + 5	Line Spacing: 1.5
CTRL + B	Bold

CTRL + C	Copy
CTRL + E	Center
CTRL + I	Italic
CTRL + J	Justify
CTRL + L	Align Left
CTRL + N	New
CTRL + O	Open File
CTRL + P	Print File
CTRL + Q	Exit
CTRL + R	Align Right
CTRL + S	Save Document
CTRL + U	Underline
CTRL + V	Paste
CTRL + W	Close Window
CTRL + X	Cut
CTRL + Y	Style Catalog
CTRL + Z	Undo
CTRL + F3	Exit Group
CTRL + Plus (+)	Bring Forward
CTRL + Minus (-)	Send Backward
CTRL + SHIFT + A	Ungroup
CTRL + SHIFT + B	Subscript
CTRL + SHIFT + G	Group
CTRL + SHIFT + K	Combination
CTRL + SHIFT + P	Superscript
CTRL + SHIFT + F8	Fit to Frame

