

**Shortcut Keys for OpenOffice.org Writer**

<b>Shortcut keys</b>	<b>Effect</b>
Ctrl+A	Select All
Ctrl+J	Justify
Ctrl+D	Double Underline
Ctrl+E	Centered
Ctrl+F	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 Default paragraph style
Ctrl+1	Apply Heading 1 paragraph style
Ctrl+2	Apply Heading 2 paragraph style
Ctrl+3	Apply Heading 3 paragraph style
Ctrl+5	1.5 Line Spacing
Ctrl+ Plus Key(+)	Calculates the selected text and copies the result to the clipboard.
Ctrl+Hyphen(-)	Custom hyphens; hyphenation set by you.
Ctrl+Shift+minus sign (-)	Non-breaking dash (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
Alt+Enter	Inserting a new paragraph directly before or after a section or a table.
Arrow Left	Move cursor to left
Shift+Arrow Left	Move cursor with selection to the left
Ctrl+Arrow Left	Go to beginning of word
Ctrl+Shift+Arrow Left	Selecting to the left word by word
Arrow Right	Move cursor to right
Shift+Arrow Right	Move cursor with selection to the right
Ctrl+Arrow Right	Go to start of 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 beginning of paragraph
Shift+Ctrl+Arrow Up	Select to beginning of paragraph
Arrow Down	Move cursor down one line
Shift+Arrow Down	Selecting lines in a downward direction
Ctrl+Arrow Down	Move cursor to end of paragraph
Shift+Ctrl+Arrow Down	Select to end of paragraph
Home	Go to beginning of line
Shift+Home	Go and select to the beginning of a line
End	Go to end of line
Shift+End	Go and select to end of line
Ctrl+Home	Go to start of document
Ctrl+Shift+Home	Go and select text to start of document
Ctrl+End	Go to end of document
Ctrl+Shift+End	Go and select text to end of 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 end of word
Ctrl+Backspace	Delete text to beginning of word
Ctrl+Shift+Del	In a list: delete an empty paragraph in front of the current paragraph
Ctrl+Shift+Backspace	Delete text to end of sentence
Ctrl+Tab	Delete text to beginning of sentence
Ctrl+Tab	Next suggestion with <a href="#">Automatic Word Completion</a>
Ctrl+Shift+Tab	Use previous suggestion with <a href="#">Automatic Word Completion</a>
Ctrl+ double-click or Ctrl+Shift+F10	Use this combination to quickly dock or undock the Navigator, Styles and Formatting window, or other windows

**Function Keys for OpenOffice.org Writer**

<b>Shortcut keys</b>	<b>Effect</b>
F2	Formula Bar
Ctrl+F2	Insert Fields
F3	Complete AutoText
Ctrl+F3	Edit AutoText
F4	Open Data Source View
Shift+F4	Select next frame
F5	Navigator on/off
Ctrl+Shift+F5	Navigator on, go to page number
F7	Spellcheck
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	Nonprinting Characters on/off
F11	Styles and Formatting window on/off
Shift+F11	Create Style
Ctrl+F11	Sets focus to Apply Style box
Ctrl+Shift+F11	Update Style
F12	Numbering on
Ctrl+F12	Insert or edit Table
Shift+F12	Bullets on
Ctrl+Shift+F12	Numbering / Bullets off

### 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 OpenOffice.org 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 beginning of the active cell, second press goes to beginning of the current table, third press goes to beginning of 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
Alt+Insert	3 seconds in Insert mode, Arrow Key inserts row/column, Ctrl+Arrow Key inserts cell
Alt+Del	3 seconds in Delete mode, Arrow key deletes row/column, Ctrl+Arrow key merges cell with neighboring cell
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 following sentence from below the table will be deleted and the remainder of that paragraph will be moved into the last table cell. If an empty line follows the table, the empty line will be deleted. 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.

### Navigating and Selecting With the Keyboard

You can navigate through a document and make selections with the keyboard.

To move the cursor, press the key or key combination given in the following table.

To select the characters under the moving cursor, additionally hold down the Shift key when you move the cursor.

Key	Function	+ Ctrl key
Right, left arrow keys	Moves the cursor one character to the left or to the right.	Moves the cursor one word to the left or to the right.
Up, down arrow keys	Moves the cursor up or down one line.	(Ctrl+Alt) Moves the current paragraph up or down.
Home	Moves the cursor to the beginning of the current line.	Moves the cursor to the beginning of the document.
Home In a table	Moves the cursor to the beginning of the contents in the current cell.	Moves the cursor to the beginning of the contents of the current cell. Press again to move the cursor to the first cell in the table. Press again to move the cursor to the beginning of the document.
End	Moves the cursor to the end of the current line.	Moves the cursor to the end of the document
End In a table	Moves to the end of the contents in the current cell.	Moves the cursor to the end of the contents of the current cell. Press again to move the cursor to the last cell in the table. Press again to move the cursor to the end of the document.
PgUp	Scrolls up one page.	Moves the cursor to the header.
PgDn	Scroll down one page.	Moves the cursor to the footer.