



*Writer Guide*

***Appendix A***  
***Keyboard Shortcuts***

# Copyright

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## Authors

Magnus Adielsson  
Richard Barnes  
Peter Hillier-Brook  
Peter Kupfer  
Iain Roberts  
Jean Hollis Weber  
Michele Zarri

## Feedback

Please direct any comments or suggestions about this document to:  
[authors@user-faq.openoffice.org](mailto:authors@user-faq.openoffice.org)

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# Introduction

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You can use OpenOffice.org (OOo) without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard.

OOo has a general set of keyboard shortcuts, available in all components, and a component-specific set directly related to the work of that component. This appendix lists set for Writer. For general shortcuts, see Appendix A of the *Getting Started* guide.

OOo has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

For help with OOo's keyboard shortcuts, or using OOo with a keyboard only, search the OOo On-line Help using the "shortcut" or "accessibility" keywords.

In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own. See Chapter 17 (Customizing Writer) for instructions.

## Function keys for Writer

<b>Shortcut keys</b>	<b>Effect</b>
<i>F2</i>	Formula Bar
<i>Ctrl+F2</i>	Insert Fields
<i>F3</i>	Complete AutoText
<i>Ctrl+F3</i>	Edit AutoText
<i>F4</i>	Open Data Source View
<i>Shift+F4</i>	Select next frame
<i>F5</i>	Navigator on/off
<i>Ctrl+Shift+F5</i>	Navigator on, go to page number
<i>F7</i>	Spelling check
<i>Ctrl+F7</i>	Thesaurus
<i>F8</i>	Extension mode
<i>Ctrl+F8</i>	Field shadings on / off
<i>Shift+F8</i>	Additional Selection
<i>F9</i>	Update fields
<i>Ctrl+F9</i>	Show fields
<i>Shift+F9</i>	Calculate Table
<i>Ctrl+Shift+F9</i>	Update Input Fields and Input Lists
<i>Ctrl+F10</i>	Nonprinting Characters on/off
<i>F11</i>	Styles and Formatting window on/off
<i>Shift+F11</i>	Create Style
<i>Ctrl+Shift+F11</i>	Update Style
<i>F12</i>	Numbering on
<i>Ctrl+F12</i>	Insert or edit Table
<i>Shift+F12</i>	Bullets on
<i>Ctrl+Shift+F12</i>	Numbering / Bullets off

## Shortcut keys for Writer

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+A</i>	Select All.
<i>Ctrl+J</i>	Justify.
<i>Ctrl+D</i>	Double Underline.
<i>Ctrl+E</i>	Centered.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+F</i>	Find and Replace.
<i>Ctrl+Shift+P</i>	Superscript.
<i>Ctrl+L</i>	Align Left.
<i>Ctrl+R</i>	Align Right.
<i>Ctrl+Shift+B</i>	Subscript.
<i>Ctrl+Y</i>	Redo last action.
<i>Ctrl+0 (zero)</i>	Apply Default paragraph style.
<i>Ctrl+1</i>	Apply Heading 1 paragraph style.
<i>Ctrl+2</i>	Apply Heading 2 paragraph style.
<i>Ctrl+3</i>	Apply Heading 3 paragraph style.
<i>Ctrl+5</i>	1.5 Line Spacing.
<i>Ctrl+ Plus Key(+)</i>	Calculates the selected text and copies the result to the clipboard.
<i>Ctrl+Hyphen(-)</i>	Custom hyphens; hyphenation set by you.
<i>Ctrl+Shift+minus sign (-)</i>	Non-breaking dash (is not used for hyphenation).
<i>Ctrl+multiplication sign * (only on number pad)</i>	Run macro field.
<i>Ctrl+Space</i>	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
<i>Shift+Enter</i>	Line break without paragraph change.
<i>Ctrl+Enter</i>	Manual page break.
<i>Ctrl+Shift+Enter</i>	Column break in multi-columnar texts.
<i>Alt+Enter</i>	Inserting a new paragraph without numbering.
<i>Alt+Enter</i>	Inserting a new paragraph directly before or after a section or a table.
<i>Arrow Left</i>	Move cursor to left.
<i>Shift+Arrow Left</i>	Move cursor with selection to the left.
<i>Ctrl+Arrow Left</i>	Go to beginning of word.
<i>Ctrl+Shift+Arrow Left</i>	Selecting to the left word by word.
<i>Arrow Right</i>	Move cursor to right.
<i>Shift+Arrow Right</i>	Move cursor with selection to the right.
<i>Ctrl+Arrow Right</i>	Go to end of word.
<i>Ctrl+Shift+Arrow Right</i>	Selecting to the right word by word.
<i>Arrow Up</i>	Move up one line.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Shift+Arrow Up</i>	Selecting lines in an upwards direction.
<i>Arrow Down</i>	Move cursor down one line.
<i>Shift+Arrow Down</i>	Selecting lines in a downward direction.
<i>Home</i>	Go to beginning of line.
<i>Shift+Home</i>	Go and select to the beginning of a line.
<i>End</i>	Go to end of line.
<i>Shift+End</i>	Go and select to end of line.
<i>Ctrl+Home</i>	Go to start of document.
<i>Ctrl+Shift+Home</i>	Go and select text to start of document.
<i>Ctrl+End</i>	Go to end of document.
<i>Ctrl+Shift+End</i>	Go and select text to end of document.
<i>Ctrl+PageUp</i>	Switch cursor between text and header.
<i>Ctrl+PageDown</i>	Switch cursor between text and footer.
<i>Insert</i>	Insert mode on/off.
<i>PageUp</i>	Screen page up.
<i>Shift+PageUp</i>	Move up screen page with selection.
<i>PageDown</i>	Move down screen page.
<i>Shift+PageDown</i>	Move down screen page with selection.
<i>Ctrl+Del</i>	Delete text to end of word.
<i>Ctrl+Backspace</i>	Delete text to beginning of word.
<i>Ctrl+Shift+Del</i>	Delete text to end of sentence.
<i>Ctrl+Shift+Backspace</i>	Delete text to beginning of sentence.
<i>Ctrl+Tab</i>	Next suggestion with Automatic Word Completion.
<i>Ctrl+Shift+Tab</i>	Use previous suggestion with Automatic Word Completion.
<i>Alt+W</i>	Spell checker dialog box: Call back the original unknown word into the text box.
<i>Ctrl+ double-click</i> or <i>Ctrl+Shift+F10</i>	Use this combination to quickly dock or un-dock the Navigator, Styles and Formatting window, or other windows.

## Shortcut keys for tables in Writer

Shortcut Keys	Effect
<i>Ctrl+A</i>	If the active cell is empty <i>Ctrl+A</i> selects the whole table; otherwise it selects the contents of the active cell. Depressing <i>Ctrl+A</i> a second time selects the entire table.
<i>Ctrl+Home</i>	If the active cell is empty <i>Ctrl+Home</i> moves the cursor to the beginning of the table. Depressing <i>Ctrl+Home</i> again moves the cursor to the beginning of document. If the active cell is not empty <i>Ctrl+Home</i> moves the cursor to the beginning of the active cell. A second depression of <i>Ctrl+Home</i> moves the cursor to the beginning of the current table. A third depression moves the cursor to the beginning of the document.
<i>Ctrl+End</i>	If the active cell is empty <i>Ctrl+End</i> moves the cursor to the end of the table. Depressing <i>Ctrl+End</i> again moves the cursor to the end of document. If the active cell is not empty <i>Ctrl+End</i> moves the cursor to the end of the active cell. A second depression of <i>Ctrl+End</i> moves the cursor to the end of the current table. A third depression moves the cursor to the end of the document.
<i>Ctrl+Tab</i>	Inserts a tab stop (only in tables). Depending on the Window Manager in use, <i>Alt+Tab</i> may be used instead.
<i>Ctrl+Shift+Arrow Up</i>	Jump to start of table.
<i>Ctrl+Shift+Arrow Down</i>	Jump to end of table.
<i>Alt+Arrow Keys</i>	Increases or decreases the size of the column or row on the right or bottom cell edge.
<i>Alt+Shift+Arrow Keys</i>	Increase or decrease the size of the column or row on the left or top cell edge.
<i>Ctrl+Alt+Shift+Arrow Keys</i>	Like Alt, but only the active cell is modified.
<i>Alt+Insert</i>	Provides 3 seconds in Insert mode, during which time an Arrow Key will insert a row or column, or <i>Ctrl+Arrow Key</i> will insert a cell.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Alt+Del</i>	Provides 3 seconds in Delete mode, during which time an Arrow key will delete a row or column, <i>Ctrl+Arrow Key</i> will merge the active cell with the neighbouring cell.
<i>Ctrl+Shift+T</i>	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.
<i>Ctrl+Shift+Del</i>	If nothing is selected, the contents of the next cell will be deleted. If cells are selected, the whole row(s) of the selection will be deleted. If all rows are selected completely or partially, the entire table will be deleted.

## Shortcut keys for paragraphs and heading levels

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

# Shortcut keys for moving and resizing frames, graphics and objects

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