



*Writer Guide*

# ***Appendix A***

## ***Keyboard Shortcuts***

*Using Writer without a mouse*

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# Contents

Copyright.....	2
Introduction.....	4
Choosing menu items using the keyboard.....	4
Using shortcut keys in dialogs.....	4
Interrupting macros.....	5
Function keys for Writer.....	5
Shortcut keys for Writer.....	6
Shortcut keys for tables in Writer.....	8
Shortcut keys for paragraphs and heading levels.....	9
Shortcut keys for moving and resizing frames, graphics and objects. .	10

# 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 the the default set for Writer. For general shortcuts, see Appendix A of the *Getting Started* guide.

For help with OOo's keyboard shortcuts, or using OOo with a keyboard only, search the OOo 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.

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**Note**

Some of the shortcut keys may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to OOo. Try to assign different keys either for OOo (described in Chapter 17), or for your desktop system (see your system's documentation).

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## Choosing menu items using the keyboard

Some of the characters shown on the menu bar are underlined. You can open the menus by pressing the underlined character together with the *Alt* key. Once the menu is opened, you can access menu items by pressing the underlined character key.

## Using shortcut keys in dialogs

When you open any dialog, one element (such as a button, an option field, an entry in a list box, or a checkbox) is highlighted or indicated by a dotted box around the field or button name. This element is said to have the focus on it.

If the focal point is a button, pressing *Enter* runs it as if you had clicked it with the mouse. A checkbox is toggled on or off by pressing the spacebar. If an option field has the focus, use the arrow keys to change the activated option field in that area. Press the *Tab* key to go

from one element or area to the next one, or press *Shift+Tab* to go in the reverse direction.

Press *Esc* to close the dialog without saving changes or activating any commands.

## Interrupting macros

To terminate a macro that is currently running, press *Shift+Ctrl+Q*.

## Function keys for Writer

<b>Shortcut keys</b>	<b>Effect</b>
<i>F2</i>	Opens or closes the Formula Bar.
<i>Ctrl+F2</i>	Opens the Fields dialog box.
<i>F3</i>	Inserts the AutoText entry corresponding to the typed shortcut.
<i>Ctrl+F3</i>	Opens the AutoText dialog box, where you can edit an AutoText entry or create a new entry from the selected text.
<i>F4</i>	Opens or closes the View Data Sources window.
<i>Shift+F4</i>	Selects the next frame.
<i>F5</i>	Opens or closes the Navigator.
<i>Ctrl+Shift+F5</i>	Opens the Navigator with cursor in page number field.
<i>F7</i>	Starts the spelling and grammar checker.
<i>Ctrl+F7</i>	Opens the Thesaurus.
<i>F8</i>	Turns Extension Selection mode on or off.
<i>Ctrl+F8</i>	Turns field shadings on or off.
<i>Shift+F8</i>	Turns Multiple Selection mode on or off.
<i>Ctrl+Shift+F8</i>	Turns Block Selection mode on or off.
<i>F9</i>	Updates fields.
<i>Ctrl+F9</i>	Shows or hides field names.
<i>Shift+F9</i>	Calculates Table.
<i>Ctrl+Shift+F9</i>	Opens a dialog box for editing input fields and lists.
<i>Ctrl+F10</i>	Displays or hides nonprinting characters.
<i>F11</i>	Opens or closes the Styles and Formatting window.
<i>Shift+F11</i>	Creates a new style from a selection.
<i>Ctrl+Shift+F11</i>	Updates a style.

<b>Shortcut keys</b>	<b>Effect</b>
<i>F12</i>	Turns paragraph numbering on or off.
<i>Ctrl+F12</i>	Inserts or edits a table.
<i>Shift+F12</i>	Turns bullets on or off.
<i>Ctrl+Shift+F12</i>	Turns numbering/bullets off.

## Shortcut keys for Writer

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+A</i>	Selects all content in a document, unless the cursor is in a table (see “Shortcut keys for tables in Writer” on page 8).
<i>Ctrl+D</i>	Double underlines selected text or text typed afterwards. Press again to turn off.
<i>Ctrl+E</i>	Centers the paragraph.
<i>Ctrl+F</i>	Opens the Find and Replace dialog box.
<i>Ctrl+J</i>	Justifies the paragraph.
<i>Ctrl+L</i>	Aligns the paragraph to the left.
<i>Ctrl+R</i>	Align the paragraph to the right.
<i>Ctrl+M</i>	Applies default formatting to the selection.
<i>Ctrl+Shift+B</i>	Subscripts selected text or text typed afterwards. Press again to turn off.
<i>Ctrl+Shift+P</i>	Superscripts selected text or text typed afterwards. Press again to turn off.
<i>Ctrl+Y</i>	Redoes last action.
<i>Ctrl+5</i>	Applies 1.5 line spacing to paragraph.
<i>Ctrl+Plus Key(+)</i>	Calculates the selected text and copies the result to the clipboard.
<i>Ctrl+Hyphen(-)</i>	Inserts a conditional hyphen.
<i>Ctrl+Shift+minus sign (-)</i>	Inserts a non-breaking hyphen (not used for hyphenation).
<i>Ctrl+Shift+X</i>	Removes direct character formats from selected text.
<i>Ctrl+/ (slash)</i>	Inserts a no-width optional line break.
<i>Ctrl+multiplication sign * (only on number pad)</i>	Runs macro field.
<i>Ctrl+Shift+Space</i>	Inserts a non-breaking space (not used for hyphenation and not expanded if text is justified).
<i>Shift+Enter</i>	Inserts a line break without paragraph change.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Enter</i>	Inserts a page break.
<i>Ctrl+Shift+Enter</i>	Inserts a column break in multi-column texts.
<i>Alt+Enter</i>	Inserts a new paragraph without numbering.
<i>Alt+Enter</i>	Inserts a new paragraph directly before or after a section or a table.
<i>Arrow Left</i>	Moves cursor to left.
<i>Shift+Arrow Left</i>	Moves cursor with selection to the left.
<i>Ctrl+Arrow Left</i>	Goes to beginning of word.
<i>Ctrl+Shift+Arrow Left</i>	Selects to the left word by word.
<i>Arrow Right</i>	Moves cursor to right.
<i>Shift+Arrow Right</i>	Moves cursor with selection to the right.
<i>Ctrl+Arrow Right</i>	Goes to end of word.
<i>Ctrl+Shift+Arrow Right</i>	Selects to the right word by word.
<i>Arrow Up</i>	Moves up one line.
<i>Shift+Arrow Up</i>	Selects lines in an upwards direction.
<i>Arrow Down</i>	Moves cursor down one line.
<i>Shift+Arrow Down</i>	Selects lines in a downward direction.
<i>Home</i>	Goes to beginning of line.
<i>Shift+Home</i>	Goes and selects to the beginning of a line.
<i>End</i>	Goes to end of line.
<i>Shift+End</i>	Goes and selects to end of line.
<i>Ctrl+Home</i>	Goes to start of document.
<i>Ctrl+Shift+Home</i>	Goes and selects text to start of document.
<i>Ctrl+End</i>	Goes to end of document.
<i>Ctrl+Shift+End</i>	Goes and selects text to end of document.
<i>Ctrl+PageUp</i>	Switches cursor between text and header.
<i>Ctrl+PageDown</i>	Switches cursor between text and footer.
<i>Insert</i>	Turns Insert mode on or off.
<i>PageUp</i>	Moves up one screen page.
<i>Shift+PageUp</i>	Moves up one screen page with selection.
<i>PageDown</i>	Moves down one screen page.
<i>Shift+PageDown</i>	Moves down one screen page with selection.
<i>Ctrl+Del</i>	Deletes text to end of word.
<i>Ctrl+Backspace</i>	Deletes text to beginning of word.
<i>Ctrl+Shift+Del</i>	Deletes text to end of sentence.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Shift+Backspace</i>	Deletes text to beginning of sentence.
<i>Ctrl+Tab</i>	Uses next suggestion with automatic word completion.
<i>Ctrl+Shift+Tab</i>	Use previous suggestion with automatic word completion.
<i>Alt+W</i>	In the spelling checker dialog box: Calls back the original unknown word into the text box.
<i>Ctrl+double-click</i> or <i>Ctrl+Shift+F10</i>	Docks or un-docks the Navigator, Styles and Formatting window, or other windows.

## Shortcut keys for tables in Writer

<b>Shortcut Keys</b>	<b>Effect</b>
<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. Press <i>Ctrl+A</i> a second time to select 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. Press <i>Ctrl+Home</i> again to move 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 press of <i>Ctrl+Home</i> moves the cursor to the beginning of the current table. A third press 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. Press <i>Ctrl+End</i> again to move 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 press of <i>Ctrl+End</i> moves the cursor to the end of the current table. A third press 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>	Jumps to start of table.
<i>Ctrl+Shift+Arrow Down</i>	Jumps to end of table.



<b>Shortcut Keys</b>	<b>Effect</b>
<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>	Increases or decreases the size of the column or row on the left or top cell edge.
<i>Ctrl+Alt+Shift+Arrow Keys</i>	Like <i>Alt</i> , but modifies only the active cell.
<i>Alt+Insert</i>	Provides 3 seconds in Insert mode, during which time pressing an arrow key inserts a row or column, or <i>Ctrl+Arrow Key</i> inserts a cell.
<i>Alt+Del</i>	Provides 3 seconds in Delete mode, during which time pressing an arrow key deletes a row or column, or <i>Ctrl+Arrow Key</i> merges the active cell with the neighboring 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 are deleted. If cells are selected, the whole row(s) of the selection are deleted. If all rows are selected completely or partially, the entire table is deleted.

## Shortcut keys for paragraphs and heading levels

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+0 (zero)</i>	Applies Text Body paragraph style.
<i>Ctrl+1</i>	Applies Heading 1 paragraph style.
<i>Ctrl+2</i>	Applies Heading 2 paragraph style.
<i>Ctrl+3</i>	Applies Heading 3 paragraph style.
<i>Ctrl+4</i>	Applies Heading 4 paragraph style.
<i>Ctrl+5</i>	Applies Heading 5 paragraph style.
<i>Ctrl+Alt+Up Arrow</i> or <i>Ctrl+Up Arrow</i>	Moves the active paragraph or selected paragraphs up one paragraph.
<i>Ctrl+Alt+Down Arrow</i> or <i>Ctrl+Down Arrow</i>	Moves the active paragraph or selected paragraphs down one paragraph.
<i>Tab</i>	When the cursor is at the beginning of the heading text, moves a heading in format <i>Heading X</i> (X = 1-9) down one level in the outline. Does not affect the applied paragraph style.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Shift+Tab</i>	When the cursor is at the beginning of the heading text, moves a heading in format <i>Heading X</i> (X = 2-10) up one level in the outline. Does not affect the applied paragraph style.
<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.

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

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Esc</i>	Cursor is inside a text frame and no text is selected: <i>Esc</i> selects the text frame. Text frame is selected: <i>Esc</i> clears the cursor from the text frame.
<i>F2</i> or <i>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>	Moves the selected object.
<i>Alt+Ctrl+Arrow Keys</i>	Resizes an object by moving the lower right corner.
<i>Alt+Ctrl+Shift+Arrow Keys</i>	Resizes an object by moving the top left corner.
<i>Ctrl+Tab</i>	Selects the anchor of an object (in Edit Points mode).