OpenOffice.org™ 3

Writer Guide

Appendix A
Keyboard Shortcuts

Using Writer Without a Mouse

Copyright

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Introduction

You can use OpenOffice.org (OOo) without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts.

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 16 (Customizing Writer) for instructions.

Note	Some of the shortcuts listed here may not work if your operating system uses the same shortcuts for other tasks. To get around this problem, assign different keys to these shortcuts by reconfiguring either OOo (see Chapter 16) or your operating system (see system documentation).

Tip for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

Windows/Linux	*Mac equivalent*	*Effect*
Right-click	Control+click	Open context menu
Ctrl (Control)	⌘ *(Command)*	Used with other keys
F5	Shift+⌘+F5	Open the Navigator
F11	⌘+*T*	Open Styles & Formatting window

Opening menus and menu items

Shortcut Keys	*Result*
Alt+<?>	Opens a menu where <?> is the underlined character of the menu you want to open. For example, *Alt+T* opens the menu Tools.
Alt+<?>+<*>	Opens a menu item where <?> is the underlined character of the menu you want to open and <*> is the item within that menu. For example, *Alt+T+G* opens the Gallery menu item in the menu Tools.
Esc	Closes an open menu.

Controlling 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.

Shortcut Keys	Result
Enter	Activates selected button. In most cases where no button is selected, *Enter* is equivalent to clicking **OK**.
Esc	Closes dialog without saving any changes made while it was open. In most cases, *Esc* is equivalent to clicking Cancel. When an open drop-down list is selected, *Esc* closes the list.
Spacebar	Checks an empty checkbox. Clears a checked checkbox.
Up, down arrow keys	Moves focus up and down a list. Increases or decreases value of a variable. Moves focus vertically within a section of dialog.
Right, left arrow keys	Moves focus horizontally within a section of a dialog.
Tab	Advances focus to the next section or element of a dialog.
Shift+Tab	Returns focus to the previous section or element in a dialog.
Alt+Down Arrow	Shows items in a drop-down list.

Stopping macros

Shortcut Keys	Result
Shift+Ctrl+Q	Stops a running macro.

Function keys for Writer

Shortcut keys	Effect
F2	Opens or closes the Formula Bar.
Ctrl+F2	Opens the Fields dialog box.
F3	Inserts the AutoText entry corresponding to the typed shortcut.
Ctrl+F3	Opens the AutoText dialog box, where you can edit an AutoText entry or create a new entry from the selected text.
F4	Opens or closes the View Data Sources window.
Shift+F4	Selects the next frame.
F5	Opens or closes the Navigator.
Ctrl+Shift+F5	Opens the Navigator with cursor in page number field.
F7	Starts the spelling and grammar checker.
Ctrl+F7	Opens the Thesaurus.
F8	Turns Extension Selection mode on or off.
Ctrl+F8	Turns field shadings on or off.
Shift+F8	Turns Multiple Selection mode on or off.
Ctrl+Shift+F8	Turns Block Selection mode on or off.
F9	Updates fields.
Ctrl+F9	Shows or hides field names.
Shift+F9	Calculates Table.
Ctrl+Shift+F9	Opens a dialog box for editing input fields and lists.
Ctrl+F10	Displays or hides non-printing characters.
F11	Opens or closes the Styles and Formatting window.
Shift+F11	Creates a new style from a selection.
Ctrl+Shift+F11	Updates a style.
F12	Turns paragraph numbering on or off.
Ctrl+F12	Inserts or edits a table.
Shift+F12	Turns bullets on or off.
Ctrl+Shift+F12	Turns numbering/bullets off.

Shortcut keys for Writer

Shortcut Keys	Effect
Ctrl+A	Selects all content in a document, unless the cursor is in a table (see "Shortcut keys for tables in Writer" on page 9).
Ctrl+D	Double underlines selected text or text typed afterwards. Press again to turn off.
Ctrl+E	Centers the paragraph.
Ctrl+F	Opens the Find and Replace dialog box.
Ctrl+J	Justifies the paragraph.
Ctrl+L	Aligns the paragraph to the left.
Ctrl+R	Align the paragraph to the right.
Ctrl+M	Applies default formatting to the selection.
Ctrl+Shift+B	Subscripts selected text or text typed afterwards. Press again to turn off.
Ctrl+Shift+P	Superscripts selected text or text typed afterwards. Press again to turn off.
Ctrl+Y	Redoes last action.
Ctrl+5	Applies 1.5 line spacing to paragraph.
Ctrl+Plus Key(+)	Calculates the selected text and copies the result to the clipboard.
Ctrl+Hyphen(-)	Inserts a conditional hyphen.
Ctrl+Shift+minus sign (-)	Inserts a non-breaking hyphen (not used for hyphenation).
Ctrl+Shift+X	Removes direct character formats from selected text.
Ctrl+/ (slash)	Inserts a no-width optional line break.
Ctrl+multiplication sign * (only on number pad)	Runs macro field.
Ctrl+Shift+Space	Inserts a non-breaking space (not used for hyphenation and not expanded if text is justified).
Shift+Enter	Inserts a line break without paragraph change.
Ctrl+Enter	Inserts a page break.
Ctrl+Shift+Enter	Inserts a column break in multi-column texts.
Alt+Enter	Inserts a new paragraph without numbering.

Shortcut Keys	Effect
Alt+Enter	Inserts a new paragraph directly before or after a section or a table.
Arrow Left	Moves cursor to left.
Shift+Arrow Left	Moves cursor with selection to the left.
Ctrl+Arrow Left	Goes to beginning of word.
Ctrl+Shift+Arrow Left	Selects to the left word by word.
Arrow Right	Moves cursor to right.
Shift+Arrow Right	Moves cursor with selection to the right.
Ctrl+Arrow Right	Goes to end of word.
Ctrl+Shift+Arrow Right	Selects to the right word by word.
Arrow Up	Moves up one line.
Shift+Arrow Up	Selects lines in an upwards direction.
Arrow Down	Moves cursor down one line.
Shift+Arrow Down	Selects lines in a downward direction.
Home	Goes to beginning of line.
Shift+Home	Goes and selects to the beginning of a line.
End	Goes to end of line.
Shift+End	Goes and selects to end of line.
Ctrl+Home	Goes to start of document.
Ctrl+Shift+Home	Goes and selects text to start of document.
Ctrl+End	Goes to end of document.
Ctrl+Shift+End	Goes and selects text to end of document.
Ctrl+PageUp	Switches cursor between text and header.
Ctrl+PageDown	Switches cursor between text and footer.
Insert	Turns Insert mode on or off.
PageUp	Moves up one screen page.
Shift+PageUp	Moves up one screen page with selection.
PageDown	Moves down one screen page.
Shift+PageDown	Moves down one screen page with selection.
Ctrl+Del	Deletes text to end of word.

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

Shortcut keys for tables in Writer

Shortcut Keys	Effect
Ctrl+A	If the active cell is empty, Ctrl+A selects the whole table; otherwise, it selects the contents of the active cell. Press Ctrl+A a second time to select the entire table.
Ctrl+Home	If the active cell is empty, Ctrl+Home moves the cursor to the beginning of the table. Press Ctrl+Home again to move the cursor to the beginning of document.
	If the active cell is not empty, Ctrl+Home moves the cursor to the beginning of the active cell. A second press of Ctrl+Home moves the cursor to the beginning of the current table. A third press moves the cursor to the beginning of the document.
Ctrl+End	If the active cell is empty, Ctrl+End moves the cursor to the end of the table. Press Ctrl+End again to move the cursor to the end of document.
	If the active cell is not empty, Ctrl+End moves the cursor to the end of the active cell. A second press of Ctrl+End moves the cursor to the end of the current table. A third press moves the cursor 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.
Ctrl+Shift+Arrow Up	Jumps to start of table.
Ctrl+Shift+Arrow Down	Jumps to end of table.
Alt+Arrow Keys	Increases or decreases the size of the column or row on the right or bottom cell edge.

Shortcut Keys	Effect
Alt+Shift+Arrow Keys	Increases or decreases the size of the column or row on the left or top cell edge.
Ctrl+Alt+Shift+Arrow Keys	Like *Alt*, but modifies only the active cell.
Alt+Insert	Provides 3 seconds in Insert mode, during which time pressing an arrow key inserts a row or column, or *Ctrl+Arrow Key* inserts a cell.
Alt+Del	Provides 3 seconds in Delete mode, during which time pressing an arrow key deletes a row or column, or *Ctrl+Arrow Key* merges the active cell with the 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.
Ctrl+Shift+Del	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

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

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

Shortcut keys for moving and resizing frames, graphics and objects

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