OpenOffice.org™ 3

Getting Started Guide

Appendix A
Keyboard Shortcuts

Contributors

Peter Hillier-Brook
Jean Hollis Weber
Alexander Noël Dunne

Feedback

Please direct any comments or suggestions about this document to:
authors@documentation.openoffice.org

Publication date and software version

Published 15 November 2010. Based on OpenOffice.org 3.3.

You can download
an editable version of this document from
http://oooauthors.org/english/userguide3/published/

Contents

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.

This appendix lists some of the most common built-in keyboard shortcuts that apply to all components of OpenOffice.org. For shortcuts specific to Writer, Calc, Impress, Draw, or Base read the relevant component guide or search the application Help.

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 14) 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

General keyboard shortcuts

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 <u>T</u>ools.
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 <u>G</u>allery menu item in the menu <u>T</u>ools.
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.

Getting help

Shortcut Keys	Result
F1	Opens OOo Help dialog. In OOo Help: jumps to first help page of the selected tab.
Shift+F1	Turns cursor into the What's This? question mark. Shows tip for an item underneath the cursor.
Shift+F2	Shows tip for a selected item.
Esc	In OOo Help: goes up one level.

Managing documents

Shortcut Keys	Result
Ctrl+F4 or Alt+F4	Closes the current document. Closes OpenOffice.org when the last open document is closed.
Ctrl+O	Launches Open dialog to open a document.
Ctrl+S	Saves the current document. If you are working on a previously unsaved file, the shortcut launches the Save As dialog.
Ctrl+N	Creates a new document.
Shift+Ctrl+N	Opens the Templates and Documents dialog.
Ctrl+P	Opens the Print dialog to print the document.
Ctrl+Q	Closes ("quits") the application.
Del	In the Save and Open dialogs, deletes the selected files or folders. Items can be retrieved from the Recycle Bin (Garbage Bin).
Shift+Del	In the Save and Open dialogs, deletes the selected files or folders. Items are permanently deleted: they can not be retrieved from the Recycle Bin.
Backspace	In the Save and Open dialogs, shows contents of the current directory's parent folder.

Navigating across OpenOffice.org

Shortcut Keys	Result
F6	Selects next subwindow (for example: Menu bar, Standard toolbar, document view, and so on).
Shift+F6	Selects previous subwindow.
F10	Selects first menu, typically the File menu.
Shift+F10	Opens context menu.

Editing

Shortcut Keys	Result
Ctrl+X	Cuts selected items.
Ctrl+C	Copies selected items.
Ctrl+V	Pastes copied or cut items from the clipboard.
Ctrl+Shift+V	Opens the Paste Special dialog.
Ctrl+A	Selects all.
Ctrl+Z	Undoes last action.
Ctrl+Y	Redoes last action.
Ctrl+Shift+Y	Repeats last command.
Ctrl+F	Opens the Find & Replace dialog.
Ctrl+Shift+F	Searches for the last entered search term.
Ctrl+Shift+R	Refreshes (redraws) the document view.
Ctrl+Shift+I	Shows or hides the cursor in read-only text.

Stopping macros

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

Defining keyboard shortcuts

In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own. See Chapter 14 (Customizing OpenOffice.org) for instructions.

Further reading

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