



Getting Started Guide

Appendix A

Keyboard Shortcuts

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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 key shortcuts..... 5
- General shortcut keys for OpenOffice.org..... 5

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. 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 (Writer, Calc, Impress, Draw, and Base). This appendix lists some of the most common general shortcuts. For component-specific shortcuts, see the relevant component guide or the OOo Help.

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 14 (Customizing OpenOffice.org) for instructions.

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 14), or for your desktop system (see your system's documentation).

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 key shortcuts

Shortcut Keys	Result
<i>F1</i>	Starts the OpenOffice.org Help. In the OpenOffice.org Help: jumps to main help page.
<i>Shift+F1</i>	Activates <i>What's This?</i> (extended tip) help for the mouse pointer, which turns into a question mark. Move the pointer over an item (command, icon or control) to view the extended tip.
<i>Shift+F2</i>	Displays an extended tip for the item (command, icon or control) currently selected by using the keyboard.
<i>Ctrl+F4</i> or <i>Alt+F4</i>	Closes the current document. Closes OpenOffice.org when the last open document is closed.
<i>F5</i>	Opens the Navigator window.
<i>F6</i>	Sets focus in next subwindow.
<i>Shift+F6</i>	Sets focus in previous subwindow.
<i>F10</i>	Activates the first menu (File menu).
<i>Shift+F10</i>	Opens the context (pop-up) menu.
<i>F11</i>	Opens the Styles and Formatting window.

General shortcut keys for OpenOffice.org

Shortcut Keys	Result
<i>Enter</i>	Activates the focused button in a dialog.
<i>Esc</i>	Terminates the action or dialog. If in OpenOffice.org Help: goes up one level.
<i>Spacebar</i>	Toggles the focused checkbox in a dialog.
<i>Arrow keys</i>	Changes the active control field in an option section of a dialog.

Shortcut Keys	Result
<i>Tab</i>	Advances focus to the next section or element in a dialog.
<i>Shift+Tab</i>	Moves the focus to the previous section or element in a dialog.
<i>Alt+Down Arrow</i>	Opens the list of the control field currently selected in a dialog. This shortcut applies to combo boxes and to icon buttons with pop-up menus. Close an opened list by pressing the <i>Esc</i> key.
<i>Del</i>	Deletes the selected items into the recycle bin.
<i>Shift+Del</i>	Deletes the selected items without putting them in the recycle bin.
<i>Backspace</i>	When a folder is shown: goes up one level (goes back).
<i>Ctrl+M</i>	Removes direct formatting from selected text or objects (as in Format > Default Formatting).
<i>Ctrl+Alt+Shift+V</i>	Pastes unformatted text from the clipboard. The text takes on the format that exists at the insertion point.
<i>Enter</i> (if an OLE object is selected)	Activates the selected OLE object.
<i>Enter</i> (if a drawing object or text object is selected)	Activates text input mode.
<i>Ctrl+O</i>	Opens a document.
<i>Ctrl+S</i>	Saves the current document.
<i>Ctrl+N</i>	Creates a new document.
<i>Shift+Ctrl+N</i>	Opens the Templates and Documents dialog.
<i>Ctrl+P</i>	Prints the document.
<i>Ctrl+Q</i>	Exits the application.
<i>Ctrl+X</i>	Cuts the selected items.
<i>Ctrl+C</i>	Copies the selected items.
<i>Ctrl+V</i>	Pastes from the clipboard.
<i>Ctrl+Shift+V</i>	Opens the Paste Special dialog.
<i>Ctrl+A</i>	Selects all.
<i>Ctrl+Z</i>	Undoes last action.
<i>Ctrl+Y</i>	Redoes last action.
<i>Ctrl+Shift+Y</i>	Repeats last command.
<i>Ctrl+F</i>	Calls the Find & Replace dialog.

Shortcut Keys	Result
<i>Ctrl+Shift+F</i>	Searches for the last entered search term.
<i>Ctrl+Shift+J</i>	Toggles the view between fullscreen mode and normal mode in Writer or Calc.
<i>Ctrl+Shift+R</i>	Refreshes (redraws) the document view.
<i>Ctrl+Shift+I</i>	Enables or disables the selection cursor in read-only text.
<i>Ctrl+I</i>	Applies the Italic attribute to the selected area or the word in which the cursor is positioned.
<i>Ctrl+B</i>	Applies the Bold attribute.
<i>Ctrl+U</i>	Applies the Underlined attribute.