OPENOFFICE.ORG WRITER CHEAT SHEET

General shortcuts

F2 *Activate the Formula bar*

Ctrl+F2 *Open the Fields window*

F3 *Complete the AutoText entry*

Ctrl+F3 *Open the AutoText window*

F4 *Open Data Source View*

F5 *Turn Navigator on/off*

Shift+F5 *Select the next frame*

Ctrl+Shift+F5 *Turn Navigator on*

F7 *Evoke Spellcheck*

Ctrl+F7 *Evoke Thesaurus*

F8 *Enter the Extension mode*

Ctrl+F8 *Turn Field shadings on/off*

Shift+F8 *Additional selection*

F9 *Update fields*

Ctrl+F9 *Show contents of fields*

Shift+F9 *Calculate table*

Ctrl+Shift+F9 *Update input fields*

Ctrl+F10 *Turn non-printing characters on/off*

F11 *Turn Stylist on/off*

Shift+F11 *Create a new style*

Ctrl+Shift+F11 *Update style*

F12 *Turn numbering on*

Ctrl+F12 *Insert or edit table*

Shift+F12 *Turn bullets on*

Ctrl+Shift+F12 *Turn numbering/bullets off*

Ctrl+A *Select All*

Ctrl+J *Justify the selected text*

Ctrl+D *Apply double underline attribute to the selected text. If the cursor is positioned in a word, this word is also underlined.*

Ctrl+E *Centre the selected text*

Ctrl+F *Open the Find & Replace dialogue window*

Ctrl+Shift+P *Apply double superscript attribute to the selected text. If the cursor is positioned in a word, this word is also underlined.*

Ctrl+L *Align the selected text left*

Ctrl+R *Align the selected text right*

Ctrl+Shift+B *Apply double subscript attribute to the selected text. If*

the cursor is positioned in a word, this word is also underlined.

Ctrl+Y *Redo the last action*

Ctrl+1 *Apply single line spacing*

Ctrl+2 *Apply double line spacing*

Ctrl+5 *Apply 1,5 line spacing*

Ctrl+Plus key (+) *Perform a calculation on the selected text. The result is copied to the clipboard and can be pasted into the document.*

Ctrl+Hyphen (-) *Insert a hyphen*

Ctrl+Shift+minus sign (-) *Insert a non-breaking dash*

Ctrl+* (numeric pad) *Run macro field*

Ctrl+Space *Insert a non-breaking space*

Shift+Enter *Insert a soft line break*

Ctrl+Enter *Insert a manual page break*

Ctrl+Shift+Enter *Insert a column break in multi-columnar text*

Alt+Enter *Insert a new paragraph without numbering*

Alt+Enter *Insert a new paragraph directly before or after a section or a table*

Arrow Left *Move the cursor to the left*

Shift+Arrow Left *Move the cursor with selection to the left*

Ctrl+Arrow Left *Go to the beginning of the current word*

Ctrl+Shift+Arrow Left *Select words to the left from the current cursor position*

Arrow Right *Move the cursor to the right*

Shift+Arrow Right *Select characters to the right from the current cursor position*

Ctrl+Arrow Right *Go to the end of the word*

Ctrl+Shift+Arrow Right *Select words to the right from the current cursor position*

Arrow Up *Move up one line*

Shift+Arrow Up *Select lines in the upwards direction*

Arrow Down *Move the cursor down one line*

Shift+Arrow Down *Select lines in the downward direction*

Home *Go to the beginning of the line*

Shift+Home *Select the current line from its beginning to the current cursor position*

End *Go to the end of the line*

Shift+End *Select the current line from the current cursor position to the end of the line*

Ctrl+Home *Jump to the start of the document*

Ctrl+Shift+Home *Select the text from the document's start to the current cursor position*

Ctrl+End *Jump to the end of the document*

Ctrl+Shift+End *Select the text from the current cursor position to the end of the document*

Ctrl+PageUp *Switch the cursor between the text and the header*

Ctrl+PageDown *Switch the cursor between the text and the footer*

Insert *Turn the Insert mode on/off*

PageUp *Scroll one screen page up*

Shift+PageUp *Scroll one screen page up and select it*

PageDown *Scroll one screen page down*

Shift+PageDown *Scroll one screen page down and select it*

Ctrl+Del *Delete the whole word to the right from the current cursor position*

Ctrl+Backspace *Delete the whole word to the right from the current cursor position*

Ctrl+Shift+Del *Delete the whole sentence to the right from the current cursor position*

Ctrl+Shift+Backspace *Delete the whole sentence to the left from the current cursor position*

Ctrl+Tab *When Automatic Word Completion is turned on, show the next suggestion*

Ctrl+Shift+Tab *When Automatic Word Completion is turned on, show the previous suggestion*

Alt+W *In the Spellchecker dialogue window: Call back the original unknown word into the text box*

Ctrl+double-click *or* Ctrl+Shift+F10 *Dock or undock the Navigator, Stylist or other windows.*