

OpenOffice Writer Keyboard Shortcut Commands

Shortcut Command	Function
Ctrl+A	Select All
Ctrl+J	Justify text
Ctrl+D	Double Underline
Ctrl+E	Centre text
Ctrl+F	Find and Replace
Ctrl+Shft+P	Superscript
Ctrl+L	Align text Left
Ctrl+R	Align text Right
Ctrl+Shft+B	Subscript
Ctrl+Y	Redo last action
Ctrl+0 (zero)	Apply Default paragraph style
Ctrl+1	Apply Heading 1 paragraph style
Ctrl+2	Apply Heading 2 paragraph style
Ctrl+3	Apply Heading 3 paragraph style
Ctrl+5	1.5 Line Spacing
Ctrl+ Plus Key(+)	Calculates the selected text and copies the result to the clipboard
Ctrl+Hyphen(-)	Custom hyphens; hyphenation set by you
Ctrl+Shft+minus sign (-)	Non-breaking dash (is not used for hyphenation)
Ctrl+multiplication sign * (only on number pad)	Run macro field
Ctrl+Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
Shft+Enter	Line break without paragraph change
Ctrl+Enter	Manual page break
Ctrl+Shft+Enter	Column break in multi-columnar texts
Alt+Enter	Inserting a new paragraph without numbering
Alt+Enter	Inserting a new paragraph directly before or after a section or a table
Arrow Left	Move cursor to left
Shft+Arrow Left	Move cursor with selection to the left
Ctrl+Arrow Left	Go to beginning of word
Ctrl+Shft+Arrow Left	Selecting to the left word by word
Arrow Right	Move cursor to right
Shft+Arrow Right	Move cursor with selection to the right
Ctrl+Arrow Right	Go to end of word
Ctrl+Shft+Arrow Right	Selecting to the right word by word
Arrow Up	Move up one line
Shft+Arrow Up	Selecting lines in an upwards direction
Arrow Down	Move cursor down one line
Shft+Arrow Down	Selecting lines in a downward direction
Home	Go to beginning of line
Shft+Home	Go and select to the beginning of a line
End	Go to end of line
Shft+End	Go and select to end of line
Ctrl+Home	Go to start of document
Ctrl+Shft+Home	Go and select text to start of document
Ctrl+End	Go to end of document
Ctrl+Shft+End	Go and select text to end of document
Ctrl+PageUp	Switch cursor between text and header
Ctrl+PageDown	Switch cursor between text and footer
Insert	Insert mode on/off
PageUp	Screen page up
Shft+PageUp	Move up screen page with selection
PageDown	Move down screen page
Shft+PageDown	Move down screen page with selection

Shortcut Command	Function
Ctrl+Del	Delete text to end of word
Ctrl+Backspace	Delete text to beginning of word
Ctrl+Shft+Del	Delete text to end of sentence
Ctrl+Shft+Backspace	Delete text to beginning of sentence
Ctrl+Tab	Next suggestion with Automatic Word Completion
Ctrl+Shft+Tab	Use previous suggestion with Automatic Word Completion
Alt+W	Spell checker dialog: Call back the original unknown word into the text box
Ctrl+ double-click or Ctrl+Shft+F10	Dock or un-dock the Navigator, Styles and Formatting window, or other windows

Table Shortcuts

Shortcut Command	Function
Ctrl+A	If the active cell is empty, Ctrl+A selects the whole table; otherwise it selects the contents of the active cell. Pressing Ctrl+A a second time selects the entire table.
Ctrl+Home	If the active cell is empty, Ctrl+Home moves the cursor to the beginning of the table. Pressing Ctrl+Home again moves 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. Pressing Ctrl+Home a second time 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. Pressing Ctrl+End again moves 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. Pressing Ctrl+End a second time 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+Shft+Arrow Up	Jumps to start of table.
Ctrl+Shft+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.
Alt+Shft+Arrow Keys	Increases or decreases the size of the column or row on the left or top cell edge.
Ctrl+Alt+Shft+Arrow Keys	Like Alt, but only the active cell is modified.
Alt+Insert	Provides 3 seconds in Insert mode, during which time pressing an Arrow key inserts a row or column, or Ctrl+Arrow Key will insert 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 neighbouring cell.
Ctrl+Shft+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+Shft+Del	If nothing is selected, the contents of the next cell will be deleted. If cells are selected, the whole row(s) of the selection will be deleted. If all rows are selected completely or partially, the entire table will be deleted.