

Open Office Writer 3 Shortcuts

Platform: Windows/English

General OpenOffice Writer Shortcuts	
ctrl+a	Select all
ctrl+j	Justify
ctrl+d	Double Underline
ctrl+e	Centred
ctrl+f	Find and Replace.
ctrl+shift+p	Superscript
ctrl+l	Align Left
ctrl+r	Align Right
ctrl+shift+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++	Calculates the selected text and copies the result to the clipboard
ctrl+-	Custom hyphens; hyphenation set by you
ctrl+shift+-	Non-breaking dash (is not used for hyphenation)
ctrl+* (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
shift+enter	Line break without paragraph change
ctrl+enter	Manual page break
ctrl+shift+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
left arrow	Move cursor to left
shift+left arrow	Move cursor with selection to the left
ctrl+left arrow	Go to beginning of word
ctrl+shift+left arrow	Selecting to the left word by word
right arrow	Move cursor to right
shift+right arrow	Move cursor with selection to the right
ctrl+right arrow	Go to end of word
ctrl+shift+right arrow	Selecting to the right word by word
up arrow	Move up one line
shift+up arrow	Selecting lines in an upwards direction
down arrow	Move cursor down one line
shift+down arrow	Selecting lines in a downward direction
home	Go to beginning of line
shift+home	Go and select to the beginning of a line
end	Go to end of line
shift+end	Go and select to end of line
ctrl+home	Go to start of document
ctrl+shift+home	Go and select text to start of document
ctrl+end	Go to end of document
ctrl+shift+end	Go and select text to end of document
ctrl+page up	Switch cursor between text and header
ctrl+page down	Switch cursor between text and footer
insert	Insert mode on/off
page up	Screen page up
shift+page up	Move up screen page with selection

page down	Move down screen page
shift+page down	Move down screen page with selection
ctrl+delete	Delete text to end of word
ctrl+backspace	Delete text to beginning of word
ctrl+shift+delete	Delete text to end of sentence
ctrl+shift+backspace	Delete text to beginning of sentence
ctrl+tab	Next suggestion with Automatic Word Completion
ctrl+shift+tab	Use previous suggestion with Automatic Word Completion
alt+w	Spell checker dialog: Call back the original unknown word into the text box
f10+ double-click or ctrl+shift+f10	Dock or un-dock the Navigator, Styles and Formatting window, or other windows.

Working with Tables	
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.
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.
ctrl+tab	Inserts a tab stop (only in tables). Depending on the Window Manager in use, alt+tab may be used instead.
ctrl+shift+up arrow	Jumps to start of table.
ctrl+shift+down arrow	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+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 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+delete	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+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+delete	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

Paragraph and Heading Tables	
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	The heading in format Heading X (X = 1?9) is moved down one level in the outline.
shift+tab	The heading in format Heading X (X = 2?10) is moved up one level in the outline.
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. To change the heading level with the keyboard, first position the cursor in front of the heading.