



LibreOffice

The Document Foundation

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Introduction

You can use Calc without a pointing device such as a mouse or trackball, by using its built-in keyboard shortcuts.

LibreOffice has a general set of keyboard shortcuts, available in all components, and a componentspecific set directly related to the work of that component.

For help with LibreOffice’s keyboard shortcuts or using LibreOffice with a keyboard only, search the Help supplied with LibreOffice (also available online at <http://help.libreoffice.org>) 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, Setting Up and Customizing Calc, for instructions.

Formatting and editing shortcuts are described in Chapter 2, Entering, Editing, and Formatting Data.

Note for Mac users

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Opens a context menu
<i>Ctrl (Control)</i>	⌘(<i>Command</i>)	Used with other keys
<i>F5</i>	<i>Shift+⌘F5</i>	Opens the Navigator
<i>F11</i>	⌘ <i>T</i>	Opens the Styles and Formatting window

Navigation and selection shortcuts

Table 1: Spreadsheet navigation shortcuts

Shortcut Keys	Effect
<i>Ctrl+Home</i>	Moves the cursor to the first cell in the sheet (cell A1).
<i>Ctrl+End</i>	Moves the cursor to the last cell on the sheet that contains data.
<i>Home</i>	Moves the cursor to the first cell of the current row.
<i>End</i>	Moves the cursor to the last cell of the current row in a column containing data.
<i>Ctrl+Left Arrow</i>	Moves the cursor to the left edge of the current data range. If the column to the left of the cell that contains the cursor is empty, the cursor moves to the next column to the left that contains data.

Ctrl+Right Arrow Moves the cursor to the right edge of the current data range. If the column to the right of the cell that contains the cursor is empty, the cursor moves to the next column to the right that contains data.

Navigation and selection shortcuts

Shortcut Keys	Effect
<i>Ctrl+Up Arrow</i>	Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty, the cursor moves up to the next row that contains data.
<i>Ctrl+Down Arrow</i>	Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty, the cursor moves down to the next row that contains data.
<i>Ctrl+Shift+Arrow</i>	Selects all cells containing data from the current cell to the end of the continuous range of data cells, in the direction of the arrow pressed. If used to select rows and columns together, a rectangular cell range is selected.
<i>Ctrl+Page Up</i>	Moves one sheet to the left. In the page preview it moves to the previous print page.
<i>Ctrl+Page Down</i>	Moves one sheet to the right. In the page preview it moves to the next print page.
<i>Page Up</i>	Moves the viewable rows up one screen.
<i>Page Down</i>	Moves the viewable rows down one screen.
<i>Alt+Page Up</i>	Moves the viewable columns one screen to the left.
<i>Alt+Page Down</i>	Moves the viewable columns one screen to the right.
<i>Shift+Ctrl+Page Up</i>	Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this combination only selects the previous sheet. Makes the previous sheet the current sheet.
<i>Shift+Ctrl+Page Down</i>	Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this combination only selects the next sheet. Makes the next sheet the current sheet.
<i>Ctrl+*</i>	Selects the data range that contains the cursor. A range is a contiguous cell range that contains data and is bounded by empty rows and columns. The "*" key is the multiplication sign on the numeric key pad.
<i>Ctrl+/</i>	Selects the matrix formula range that contains the cursor. The "/" key is the division sign on the numeric key pad.
<i>Enter</i> — in a selected range	By default, moves the cursor down one cell in a selected range. To specify the direction that the cursor moves, choose Tools > Options > LibreOffice Calc > General .

Function key shortcuts

Table 2: Function key shortcuts

Shortcut Keys	Effect
<i>F1</i>	Displays the LibreOffice help browser. When the help browser is already open <i>F1</i> jumps to the main help page.
<i>Shift+F1</i>	Displays context help.

Ctrl+F1 Displays the comment that is attached to the current cell.

Function key shortcuts

Shortcut Keys	Effect
F2	Switches to Edit mode and places the cursor at the end of the contents of the current cell. If the cursor is in an input box in a dialog that has a minimize button, the dialog is hidden and the input box remains visible. Press F2 again to show the whole dialog.
Ctrl+F2	Opens the Function Wizard.
Shift+Ctrl+F2	Moves the cursor to the input line where you can enter a formula for the current cell.
Ctrl+F3	Opens the <i>Manage Names</i> dialog.
Shift+F3	Switches between Upper Initials, UPPER and lower cases modes.
F4	Shows or hides the <i>Database Sources</i> pane.
Shift+F4	Rearranges the relative or absolute references (for example, A1, \$A\$1, \$A1, A\$1) in the input field.
F5	Shows or hides the <i>Navigator</i> .
Shift+F5	Traces dependents.
Shift+Ctrl+F5	Moves the cursor to the Name box.
F7	Checks spelling in the current sheet.
Ctrl+F7	Opens the <i>Thesaurus</i> if the current cell contains text.
Shift+F7	Traces precedents.
F8	Switches between the <i>standard</i> and <i>extended</i> selection modes. In this mode, you can use the arrow keys to extend the selection. You can also click in another cell to extend the selection.
Shift+F8	Switches between the <i>standard</i> and <i>add</i> selection modes. In this mode, you can easily add individual cells to a range.
Ctrl+F8	Highlights cells containing numeric values (not text) blue, and formulas (text or number) green, or stop this highlight.
F9	Recalculates all of the formulas in the sheet.
Ctrl+F9	Updates the selected chart.
F11 (<i>Command+T</i> on Mac)	Opens the Styles and Formatting window where you can apply a formatting style to the contents of the cell or to the current sheet.
F12	Groups the selected data range.
Ctrl+F12	Ungroups the selected data range.

Arrow key shortcuts

Table 3. Arrow key shortcuts

Shortcut Keys	Effect
Alt+Down Arrow	Increases the height of current row.
Alt+Up Arrow	Decreases the height of current row.

Arrow key shortcuts

Shortcut Keys	Effect
<i>Alt+Shift+Arrow Key</i>	Optimizes the column width or row height based on the current cell.
<i>Alt+Arrow Key</i> – on a selected object	Moves with one pixel a selected object (chart, image, drawing, form control) towards the pressed arrow (a pressed arrow without <i>Alt</i> will move it less accurately).

Cell formatting shortcuts

Ctrl+1 opens the Format Cells dialog.

Note	The shortcuts listed in Table Table 4 do not work under any Linux desktop tested. If you would like to have the functionality described in this table, you must create custom key sequences as explained in Chapter 14, Setting Up and Customizing Calc.
Note	The shortcut keys shown in Table Table 4 do not use the number keys on the number pad. They use the number keys above the letter keys on the main keyboard.

Table 4: Cell formatting shortcut keys

Shortcut Keys	Effect
<i>Ctrl+Shift+1</i>	Two decimal places, thousands separator
<i>Ctrl+Shift+2</i>	Standard exponential format
<i>Ctrl+Shift+3</i>	Standard date format
<i>Ctrl+Shift+4</i>	Standard currency format
<i>Ctrl+Shift+5</i>	Standard percentage format (two decimal places)
<i>Ctrl+Shift+6</i>	Standard format

Cell formatting shortcuts

Pivot table shortcuts

Table 5: Pivot table shortcut keys

Shortcut Keys	Effect
<i>Tab</i>	Changes the focus by moving forward through the areas and buttons of the dialog.
<i>Shift+Tab</i>	Changes the focus by moving backward through the areas and buttons of the dialog.
<i>Up arrow</i>	Moves the focus up one item in the current dialog area.
<i>Down arrow</i>	Moves the focus down one item in the current dialog area.
<i>Left arrow</i>	Moves the focus one item to the left in the current dialog area.
<i>Right arrow</i>	Moves the focus one item to the right in the current dialog area.
<i>Home</i>	Selects the first field in the current layout area.
<i>End</i>	Selects the last field in the current layout area.
<i>Alt+R</i>	Copies or moves the current field into the “Row” area.
<i>Alt+C</i>	Copies or moves the current field into the “Column” area.

<i>Alt+D</i>	Copies or moves the current field into the “Data” area.
<i>Ctrl+Up Arrow</i>	Moves the current field up one place.
<i>Ctrl+Down Arrow</i>	Moves the current field down one place.
<i>Ctrl+Left Arrow</i>	Moves the current field one place to the left.
<i>Ctrl+Right Arrow</i>	Moves the current field one place to the right.
<i>Ctrl+Home</i>	Moves the current field to the first place.
<i>Ctrl+End</i>	Move the current field to the last place.
<i>Alt+O</i>	Displays the options for the current field.
<i>Delete</i>	Removes the current field from the area.

Pivot table shortcuts

Chart shortcuts

Table 6: Chart shortcut keys

Shortcut Keys	Effect
<i>Tab</i>	Selects next object.
<i>Shift+Tab</i>	Selects previous object.
<i>Home</i>	Selects first object.
<i>End</i>	Selects last object.
<i>Esc</i>	Cancel selection.
<i>Arrow keys</i>	Moves the object in the direction of the arrow.
<i>Arrow keys in pie charts</i>	Moves the selected pie segment in the direction of the arrow.
<i>F2 in titles</i>	Enters text input mode.
<i>F3</i>	Opens group so you can edit the individual components (in legend and data series).
<i>Ctrl+F3</i>	Exits group (in legend and data series).
<i>+/-</i>	Enlarges or reduces the chart.
<i>+/- in pie charts</i>	Moves the selected pie segment off or into the pie chart.

Chart shortcuts