

OpenOffice Base Keyboard Shortcuts

General

Ctrl + O	Open entry in the File menu
Alt	Calling Menus
Shift + Ctrl + S	to open the Special Characters dialog to insert one or more special characters
Ctrl + A	to select the entire text
Ctrl + Delete	to delete everything from the cursor position to the end of the word
Insert	Switch between the insert mode and the overwrite mode and back again
Ctrl + Z	Undo modifications one step at a time
Shift + Ctrl + Q	Terminate a macro that is currently running
Ctrl + S	Saves the current document.
Ctrl + N	Creates a new document.
Shift + Ctrl + N	Opens Templates and Documents dialog.
Ctrl + P	Prints document.
Ctrl + Q	Exits application
Ctrl + X	Cuts out the selected elements.
Ctrl + C	Copies the selected items.
Ctrl + V	Pastes from the clipboard.
Ctrl + Shift + V	Opens the Paste Special dialog.
Ctrl + Y	Redoes last action.
Ctrl + F	Calls the Find & Replace dialog.
Ctrl + Shift + F	Searches for the last entered search term.
Ctrl + Shift + J	Toggles the view between fullscreen mode and normal mode in Writer or Calc
Ctrl + Shift + R	Redraws the document view.
Shift + Ctrl + I	Enable or disable the selection cursor in read-only text.
Ctrl + I	The Italic attribute is applied to the selected area
Ctrl + B	The Bold attribute is applied to the selected area
Ctrl + U	The Underlined attribute is applied to the selected area

Function keys

F1	Starts the OpenOffice.org Help
Shift + F1	Context Help
Shift + F2	Turns on Extended Tips for the currently selected command. icon or control
Alt + F4	Closes the current document (close OpenOffice.org when the last open document is closed)
F6	Sets focus in next subwindow (for example. document/data source view)
Shift + F6	Sets focus in previous subwindow.
F10	Activates the first menu (File menu)
Shift + F10	Opens the context menu.
Ctrl + F11	Opens the Style Catalog

Drawing Objects

Tab	Selects the next Drawing Object.
Ctrl + Home	Selects the first Drawing Object.
Ctrl + End	Selects the last Drawing Object.
Esc	Ends Drawing Object selection
Shift + Spacebar	Select an additional point in Point Selection mode

Gallery preview area

Ctrl + Shift + Insert	Inserts the selected object as a linked object into the current document
Ctrl + I	Inserts a copy of the selected object into the current document.
Ctrl + T	Opens the Enter Title dialog.
Ctrl + P	Switches between themes view and object view.

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Spacebar	Spacebar Switches between themes view and object view.
Table selection	
Spacebar	Spacebar Toggles row selection. except when the row is in edit mode
Ctrl + Spacebar	Toggles row selection
Shift + Spacebar	Selects the current column

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