

# OpenOffice Calc Keyboard Shortcuts

## General

<b>Ctrl + Home</b>	Moves the cursor to the first cell in the sheet (A1).
<b>Ctrl + End</b>	Moves the cursor to the last cell on the sheet that contains data.
<b>Home</b>	Moves the cursor to the first cell of the current row.
<b>End</b>	Moves the cursor to the last cell of the current row in a column containing data.
<b>Ctrl + Left Arrow</b>	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
<b>Ctrl + Right Arrow</b>	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
<b>Ctrl + Up Arrow</b>	Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty
<b>Ctrl + Down Arrow</b>	Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty
<b>Ctrl + Shift + Arrow Keys</b>	Selects all cells containing data from the current cell to the end of the continuous range of data cells
<b>Ctrl + Page Up</b>	Moves one sheet to the left. In the page preview it moves to the previous print page.
<b>Ctrl + Page Up</b>	Moves one sheet to the left. In the page preview it moves to the previous print page.
<b>Ctrl + Page Down</b>	Moves one sheet to the right. In the page preview it moves to the next print page.
<b>Page Up</b>	Moves the viewable rows up one screen.
<b>Page Down</b>	Moves the viewable rows down one screen.
<b>Alt + Page Up</b>	Moves the viewable columns one screen to the left.
<b>Alt + Page Down</b>	Moves the viewable columns one screen to the right.
<b>Shift + Ctrl + Page Up</b>	Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected
<b>Shift + Ctrl + Page Down</b>	Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected
<b>Ctrl + *</b>	Selects the data range that contains the cursor. A range is a contiguous cell range that contains data and is bounded by empty row and columns. The * key is the multiplication sign on the numeric key pad.
<b>Ctrl + /</b>	Selects the matrix formula range that contains the cursor. The / key is the division sign on the numeric key pad.
<b>Shift + F1</b>	Displays context help
<b>Ctrl + F1</b>	Displays the note that is attached to the current cell.
<b>F2</b>	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
<b>Ctrl + F2</b>	Opens the Function Wizard.
<b>Shift + Ctrl + F2</b>	Moves the cursor to the input line where you can enter a formula for the current cell.
<b>Alt + Down Arrow</b>	Increases the height of current row.
<b>Alt + Right Arrow</b>	Increases the width of the current column.
<b>Alt + Shift + Arrow Keys</b>	Optimizes the column width or row height based on the current cell.
<b>F12</b>	Groups the selected data range.
<b>Shift + F11</b>	Creates a document template.
<b>F9</b>	Recalculates all of the formulas in the sheet.
<b>F8</b>	Turns additional selection mode on or off. In this mode
<b>Ctrl + F8</b>	Highlights cells containing numeric values (not text).
<b>F7</b>	Checks spelling in the current sheet.
<b>F4</b>	Shows or hides the Database Sources menu.

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