

OpenOffice Writer Keyboard Shortcuts

Main	
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+ Plus Key(+)	Calculates the selected text and copies the result to the clipboard.
Ctrl+Hyphen(-)	Custom hyphens; hyphenation set by you.
Ctrl+Shift+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.
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.
Arrow Left	Move cursor to left.
Shift+Arrow Left	Move cursor with selection to the left.
Ctrl+Arrow Left	Go to beginning of word.
Ctrl+Shift+Arrow Left	Selecting to the left word by word.
Arrow Right	Move cursor to right.
Shift+Arrow Right	Move cursor with selection to the right.
Ctrl+Arrow Right	Go to end of word.
Ctrl+Shift+Arrow Right	Selecting to the right word by word.
Arrow Up	Move up one line.
Shift+Arrow Up	Selecting lines in an upwards direction.
Arrow Down	Move cursor down one line.
Shift+Arrow Down	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+PageUp	Switch cursor between text and header.

OpenOffice Writer Keyboard Shortcuts

Ctrl+Page Down	Switch cursor between text and footer.
Insert	Insert mode on/off.
PageUp	Screen page up.
Shift+PageUp	Move up screen page with selection.
Page Down	Move down screen page.
Shift+Page Down	Move down screen page with selection.
Ctrl+Del	Delete text to end of word.
Ctrl+Backspace	Delete text to beginning of word.
Ctrl+Shift+Del	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.
Ctrl+ double-click or Ctrl+Shift+F10	Dock or un-dock the Navigator, Styles and Formatting window, or other windows.
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. 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+Shift+Arrow Up	Jumps to start of table.
Ctrl+Shift+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+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+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+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+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.
Paragraphs and heading levels	
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.