



*Writer Guide*

***Appendix A***  
***Keyboard Shortcuts***

*OpenOffice.org*

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## Shortcut keys – Introduction

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You can use OpenOffice.org (OOo) without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard. Although OOo has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

For help with OOo’s keyboard shortcuts, or using OOo with a keyboard only, search the OOo On-line Help using the “shortcut” or “accessibility” keywords.

## Assigning shortcut keys

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To adapt shortcut keys to your needs, use the Customize dialog box. You can assign shortcuts to standard Writer functions and/or macros and save them for use with Writer only, or with the entire OpenOffice.org suite.

### Caution



Be careful when reassigning your operating system, or OOo’s predefined shortcut keys. Many key assignments are universally understood shortcuts, such as *F1* for Help, and are always expected to provide certain results. Although you can easily reset the shortcut key assignments to the OOo defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer.

As an example, suppose you wish to apply a particular character style during document creation or editing, for example to add emphasis to a word, or words, and would like to do this via a shortcut key combination, rather than using the rather more long-winded menu access. You could assign *Shift-F3* as a shortcut for this purpose, as described below:

- 1) Select **Tools > Customize > Keyboard**. The Customize dialog box (Figure 1) opens.
- 2) To have the shortcut key assignment available only with Writer, select the **Writer** button ( located at the upper right corner of the **Keyboard** tab), otherwise select the **OpenOffice.org** button which will make it available to every component.
- 3) Next select **Styles > CharacterStyles** in the *Category* list and **Strong Emphasis** in the *Function* list.
- 4) Now select the shortcut keys *Shift+F3* in the *Shortcut keys* list and click the **Modify** button at the upper right.
- 5) Click **OK** to accept the change. Now the *Shift+F3* shortcut will apply the Strong Emphasis style to any selection.

**Notes**

1. All existing shortcut keys for the currently selected *Function* are listed in the *Keys* box. Since there is no currently assigned shortcut for the **Styles > CharacterStyles** function the *Keys* list is empty. If it were not, and you wished to reassign a shortcut key combination that is already in use, you must first **Delete** the existing *Key*.
2. Shortcut keys that are greyed-out in the listing on the Customize dialog box, such as *F1* and *F10*, are not available for reassignment.
3. Remember, since the **Writer** button was selected at the start of this procedure, the newly assigned shortcut key will only work within the Writer component. To set this shortcut for use by all of the components within the suite, repeat this procedure after first selecting the **OpenOffice.org** button.

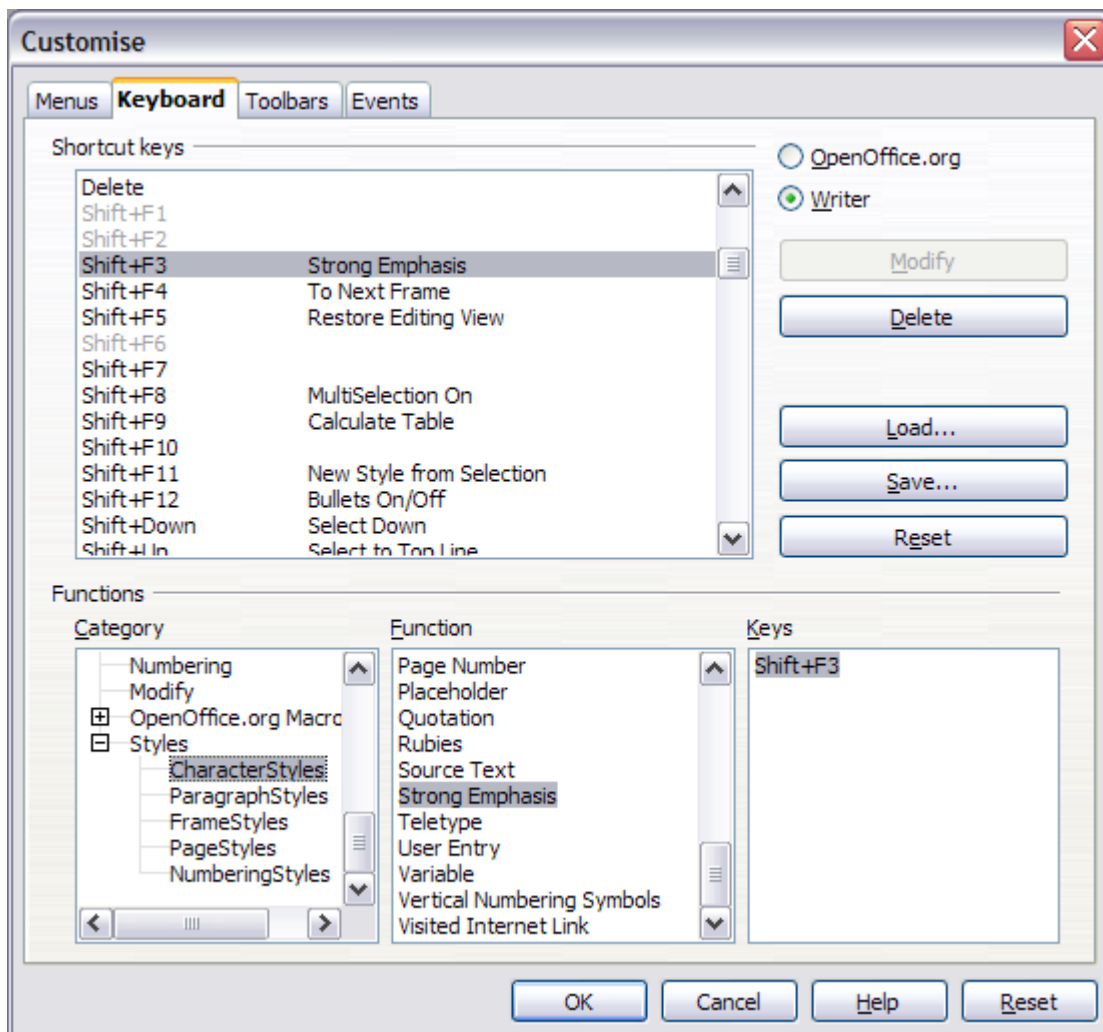


Figure 1: Customize dialog box

## Saving changes to a file

Changes to the shortcut key assignments (and other configurations) can be saved in a keyboard configuration file for use at a later time, thus permitting you to create and apply different configurations as the need arises. To save keyboard shortcuts to a file:

- 1) After making your keyboard shortcut assignments, click the **Save** button at the bottom right of the Customize dialog box (Figure 1).
- 2) In the Save Keyboard Configuration dialog box, select *All files* from the **Save as Type** combo box.
- 3) Next enter a name for the keyboard configuration file in the **File name** text box, or select an existing file from the listbox. If you need to, browse to find a file from another location.
- 4) Click **Save**. A confirmation message will appear if you are about to overwrite an existing file, otherwise there will be no feedback and the file will be saved.

## Loading a saved keyboard configuration

To load a saved keyboard configuration file and replace your existing configuration, click the **Load** button at the bottom right of the Customize dialog box (Figure 1). Then select the configuration file from the Load Keyboard Configuration dialog box.

## Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button at the bottom right of the Customize dialog box (Figure 1). Use this feature with care as no confirmation message will be displayed; the defaults will be set without any further notice or user input.

## Running macros

You can also define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined; none are built in. To terminate a macro that is currently running, press *Shift+Control+Q*.

## Function Keys for OpenOffice.org Writer

<b>Shortcut keys</b>	<b>Effect</b>
<i>F2</i>	Formula Bar
<i>Ctrl+F2</i>	Insert Fields
<i>F3</i>	Complete AutoText
<i>Ctrl+F3</i>	Edit AutoText
<i>F4</i>	Open Data Source View
<i>Shift+F4</i>	Select next frame
<i>F5</i>	Navigator on/off
<i>Ctrl+Shift+F5</i>	Navigator on, go to page number
<i>F7</i>	Spelling check
<i>Ctrl+F7</i>	Thesaurus
<i>F8</i>	Extension mode
<i>Ctrl+F8</i>	Field shadings on / off
<i>Shift+F8</i>	Additional Selection
<i>F9</i>	Update fields
<i>Ctrl+F9</i>	Show fields
<i>Shift+F9</i>	Calculate Table
<i>Ctrl+Shift+F9</i>	Update Input Fields and Input Lists
<i>Ctrl+F10</i>	Nonprinting Characters on/off
<i>F11</i>	Styles and Formatting window on/off
<i>Shift+F11</i>	Create Style
<i>Ctrl+Shift+F11</i>	Update Style
<i>F12</i>	Numbering on
<i>Ctrl+F12</i>	Insert or edit Table
<i>Shift+F12</i>	Bullets on
<i>Ctrl+Shift+F12</i>	Numbering / Bullets off



# Shortcut keys for OpenOffice.org Writer

Table 1: Writer shortcut keys

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+A</i>	Select All
<i>Ctrl+J</i>	Justify.
<i>Ctrl+D</i>	Double Underline.
<i>Ctrl+E</i>	Centred.
<i>Ctrl+F</i>	Find and Replace.
<i>Ctrl+Shift+P</i>	Superscript.
<i>Ctrl+L</i>	Align Left.
<i>Ctrl+R</i>	Align Right.
<i>Ctrl+Shift+B</i>	Subscript.
<i>Ctrl+Y</i>	Redo last action.
<i>Ctrl+0 (zero)</i>	Apply Default paragraph style.
<i>Ctrl+1</i>	Apply Heading 1 paragraph style.
<i>Ctrl+2</i>	Apply Heading 2 paragraph style.
<i>Ctrl+3</i>	Apply Heading 3 paragraph style.
<i>Ctrl+5</i>	1.5 Line Spacing.
<i>Ctrl+ Plus Key(+)</i>	Calculates the selected text and copies the result to the clipboard.
<i>Ctrl+Hyphen(-)</i>	Custom hyphens; hyphenation set by you.
<i>Ctrl+Shift+minus sign (-)</i>	Non-breaking dash (is not used for hyphenation).
<i>Ctrl+multiplication sign * (only on number pad)</i>	Run macro field.
<i>Ctrl+Space</i>	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
<i>Shift+Enter</i>	Line break without paragraph change.
<i>Ctrl+Enter</i>	Manual page break.
<i>Ctrl+Shift+Enter</i>	Column break in multi-columnar texts.
<i>Alt+Enter</i>	Inserting a new paragraph without numbering.
<i>Alt+Enter</i>	Inserting a new paragraph directly before or after a section or a table.
<i>Arrow Left</i>	Move cursor to left.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Shift+Arrow Left</i>	Move cursor with selection to the left.
<i>Ctrl+Arrow Left</i>	Go to beginning of word.
<i>Ctrl+Shift+Arrow Left</i>	Selecting to the left word by word.
<i>Arrow Right</i>	Move cursor to right.
<i>Shift+Arrow Right</i>	Move cursor with selection to the right.
<i>Ctrl+Arrow Right</i>	Go to end of word.
<i>Ctrl+Shift+Arrow Right</i>	Selecting to the right word by word.
<i>Arrow Up</i>	Move up one line.
<i>Shift+Arrow Up</i>	Selecting lines in an upwards direction.
<i>Arrow Down</i>	Move cursor down one line.
<i>Shift+Arrow Down</i>	Selecting lines in a downward direction.
<i>Home</i>	Go to beginning of line.
<i>Shift+Home</i>	Go and select to the beginning of a line.
<i>End</i>	Go to end of line.
<i>Shift+End</i>	Go and select to end of line.
<i>Ctrl+Home</i>	Go to start of document.
<i>Ctrl+Shift+Home</i>	Go and select text to start of document.
<i>Ctrl+End</i>	Go to end of document.
<i>Ctrl+Shift+End</i>	Go and select text to end of document.
<i>Ctrl+PageUp</i>	Switch cursor between text and header.
<i>Ctrl+PageDown</i>	Switch cursor between text and footer.
<i>Insert</i>	Insert mode on/off.
<i>PageUp</i>	Screen page up.
<i>Shift+PageUp</i>	Move up screen page with selection.
<i>PageDown</i>	Move down screen page.
<i>Shift+PageDown</i>	Move down screen page with selection.
<i>Ctrl+Del</i>	Delete text to end of word.
<i>Ctrl+Backspace</i>	Delete text to beginning of word.
<i>Ctrl+Shift+Del</i>	Delete text to end of sentence.
<i>Ctrl+Shift+Backspace</i>	Delete text to beginning of sentence.
<i>Ctrl+Tab</i>	Next suggestion with Automatic Word Completion.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Shift+Tab</i>	Use previous suggestion with Automatic Word Completion.
<i>Alt+W</i>	Spell checker dialog box: Call back the original unknown word into the text box.
<i>Ctrl+ double-click</i> or <i>Ctrl+Shift+F10</i>	Use this combination to quickly dock or un-dock the Navigator, Styles and Formatting window, or other windows.

## Shortcut keys for tables

Table 2: Shortcut keys for tables in OpenOffice.org Writer

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+A</i>	If the active cell is empty <i>Ctrl+A</i> selects the whole table; otherwise it selects the contents of the active cell. Depressing <i>Ctrl+A</i> a second time selects the entire table.
<i>Ctrl+Home</i>	If the active cell is empty <i>Ctrl+Home</i> moves the cursor to the beginning of the table. Depressing <i>Ctrl+Home</i> again moves the cursor to the beginning of document. If the active cell is not empty <i>Ctrl+Home</i> moves the cursor to the beginning of the active cell. A second depression of <i>Ctrl+Home</i> moves the cursor to the beginning of the current table. A third depression moves the cursor to the beginning of the document.
<i>Ctrl+End</i>	If the active cell is empty <i>Ctrl+End</i> moves the cursor to the end of the table. Depressing <i>Ctrl+End</i> again moves the cursor to the end of document. If the active cell is not empty <i>Ctrl+End</i> moves the cursor to the end of the active cell. A second depression of <i>Ctrl+End</i> moves the cursor to the end of the current table. A third depression moves the cursor to the end of the document.
<i>Ctrl+Tab</i>	Inserts a tab stop (only in tables). Depending on the Window Manager in use, <i>Alt+Tab</i> may be used instead.
<i>Ctrl+Shift+Arrow Up</i>	Jump to start of table
<i>Ctrl+Shift+Arrow Down</i>	Jump to end of table
<i>Alt+Arrow Keys</i>	Increases or decreases the size of the column or row on the right or bottom cell edge
<i>Alt+Shift+Arrow Keys</i>	Increase or decrease the size of the column or row on the left or top cell edge
<i>Ctrl+Alt+Shift+Arrow Keys</i>	Like Alt, but only the active cell is modified

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Alt+Insert</i>	Provides 3 seconds in Insert mode, during which time an Arrow Key will insert a row or column, or <i>Ctrl+Arrow Key</i> will insert a cell.
<i>Alt+Del</i>	Provides 3 seconds in Delete mode, during which time an Arrow key will delete a row or column, <i>Ctrl+Arrow Key</i> will merge the active cell with the neighbouring cell.
<i>Ctrl+Shift+T</i>	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.
<i>Ctrl+Shift+Del</i>	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.

## Shortcut keys for paragraphs and heading levels

Table 3: Shortcut keys for paragraph and heading levels

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Alt+Up Arrow</i> or <i>Ctrl+Up Arrow</i>	Move the active paragraph or selected paragraphs up one paragraph.
<i>Ctrl+Alt+Down Arrow</i> or <i>Ctrl+Down Arrow</i>	Move the active paragraph or selected paragraphs down one paragraph.
<i>Tab</i>	The heading in format <i>Heading X</i> ( $X = 1-9$ ) is moved down one level in the outline.
<i>Shift+Tab</i>	The heading in format <i>Heading X</i> ( $X = 2-10$ ) is moved up one level in the outline.
<i>Ctrl+Tab</i>	At the start of a heading: Inserts a tab stop. Depending on the Window Manager in use, <i>Alt+Tab</i> may be used instead.  To change the heading level with the keyboard, first position the cursor in front of the heading.

## Shortcut Keys for Moving and Resizing Frames, Graphics and Objects

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<b>Shortcut Keys</b>	<b>Effect</b>
<i>Esc</i>	Cursor is inside a text frame and no text is selected: Escape selects the text frame. Text frame is selected: Escape clears the cursor from the text frame.
<i>F2 or Enter or any key that produces a character on screen</i>	If a text frame is selected: positions the cursor to the end of the text in the text frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
<i>Alt+Arrow Keys</i>	Move object.
<i>Alt+Ctrl+Arrow Keys</i>	Resizes by moving lower right corner.
<i>Alt+Ctrl+Shift+Arrow Keys</i>	Resizes by moving top left corner.
<i>Ctrl+Tab</i>	Selects the anchor of an object (in Edit Points mode).