

List of General Shortcut Keys in LibO-dev

The shortcut keys are shown on the right hand side of the menu lists next to the corresponding menu command.

Shortcut Keys	Effect
Enter key	Activates the focused button in a dialog
Esc	Terminates the action or dialog. If in LibO-dev Help: goes up one level.
Spacebar	Toggles the focused check box in a dialog.
Arrow keys	Changes the active control field in an option section of a dialog.
Tab	Advances focus to the next section or element in a dialog.
Shift + Tab	Moves the focus to the previous section or element in a dialog.
Alt+Down Arrow	Opens the list of the control field currently selected in a dialog. These shortcut keys apply not only to combo boxes but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key.
Del	Deletes the selected item(s) into the recycle bin.
Shift+Del	Deletes the selected item(s) without putting them in the recycle bin.
Backspace	When a folder is shown: goes up one level (goes back)
Ctrl+M	Removes direct formatting from selected text or objects (as in Format - Clear Direct Formatting)
Ctrl+Tab	When positioned at the start of a header, a tab is inserted.
Enter (if an OLE object is selected)	Activates the selected OLE object.
Enter (if a drawing object or text object is selected)	Activates text input mode.
Ctrl+O	Opens a document.
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+Alt+Shift+V	Pastes unformatted text from the clipboard. The text is pasted using the format that exists at the insertion point.
Ctrl+Shift+V	Opens the Paste Special dialog.
Ctrl+A	Selects all.
Ctrl+Z	Undoes last action.
Ctrl+Y	Redoes last action.
Ctrl+Shift+Y	Repeats last command.
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. If the cursor is positioned in a word, this word is also marked in italic.
Ctrl+B	The Bold attribute is applied to the selected area. If the cursor is positioned in a word, this word is also put in bold.

Ctrl+U	The Underlined attribute is applied to the selected area. If the cursor is positioned in a word, this word is also underlined.
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Shortcut Keys Using the Function Keys

Shortcut keys	Effect
F1	Starts the LibO-dev Help In the LibO-dev Help: jumps to main help page.
Shift + F1	Context Help
Shift+F2	Turns on Extended Tips for the currently selected command, icon or control.
Ctrl+F4 or Alt+F4	Closes the current document (close LibO-dev 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.

Shortcut keys in the Gallery

Shortcut keys	Result
Tab	Moves between areas.
Shift+Tab	Moves between areas (backwards)

Shortcut keys in the New Theme area of the Gallery:

Shortcut keys	Result
Up arrow	Moves the selection up one.
Down arrow	Moves the selection down.
Ctrl+Enter	Opens the Properties dialog.
Shift+F10	Opens a context menu.
Ctrl+U	Refreshes the selected theme.
Ctrl+R	Opens the Enter Title dialog.
Ctrl+D	Deletes the selected theme.
Insert	Inserts a new theme

Shortcut keys in the Gallery preview area:

Shortcut keys	Result
Home	Jumps to the first entry.
End	Jumps to the last entry.
Left Arrow	Selects the next Gallery element on the left.
Right Arrow	Selects the next Gallery element on the right.
Up Arrow	Selects the next Gallery element above.
Down Arrow	Selects the next Gallery element below.

Page Up	Scroll up one screen.
Page Down	Scroll down one screen.
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.
Spacebar	Switches between themes view and object view.
Enter	Switches between themes view and object view.
Step backward (only in object view)	Switches back to main overview.

Selecting Rows and Columns in a Database Table (opened by F4)

Shortcut keys	Result
Spacebar	Toggles row selection, except when the row is in edit mode.
Ctrl+spacebar	Toggles row selection
Shift+spacebar	Selects the current column
Ctrl+PgUp	Moves pointer to the first row
Ctrl+PgDn	Moves pointer to the last row

Shortcut Keys for Drawing Objects

Shortcut keys	Result
Select the toolbar with F6. Use the Down Arrow and Right Arrow to select the desired toolbar icon and press Ctrl+Enter	Inserts a Drawing Object.
Select the document with Ctrl+F6 and press Tab	Selects a Drawing Object.
Tab	Selects the next Drawing Object.
Shift+Tab	Selects the previous Drawing Object.
Ctrl+Home	Selects the first Drawing Object.
Ctrl+End	Selects the last Drawing Object.
Esc	Ends Drawing Object selection.
Esc (in Handle Selection Mode)	Exit Handle Selection Mode and return to Object Selection Mode.
Up/down/left/right arrow	Move the selected point (the snap-to-grid functions are temporarily disabled, but end points still snap to each other).
Alt+Up/Down/Left/Right Arrow	Moves the selected Drawing Object one pixel (in Selection Mode) Re-sizes a Drawing Object (in Handle Selection Mode) Rotates a Drawing Object (in Rotation Mode) Opens the properties dialog for a Drawing Object. Activates the Point Selection mode for the selected drawing object.
Spacebar	Select a point of a drawing object (in Point Selection mode) / Cancel selection. The selected point blinks once per second.
Shift+spacebar	Select an additional point in Point Selection mode.
Ctrl+Tab	Select the next point of the drawing object (Point Selection

	mode) In Rotation mode, the center of rotation can also be selected.
Shift+Ctrl+Tab	Select the previous point of the drawing object (Point Selection mode)
Ctrl+Enter	A new drawing object with default size is placed in the center of the current view.
Ctrl+Enter at the Selection icon	Activates the first drawing object in the document.
Esc	Leave the Point Selection mode. The drawing object is selected afterwards. Edit a point of a drawing object (Point Edit mode)
Any text or numerical key	If a drawing object is selected, switches to edit mode and places the cursor at the end of the text in the drawing object. A printable character is inserted.
Alt key while creating or scaling a graphic object	The position of the object's center is fixed.
Shift key while creating or scaling a graphic object	The ratio of the object's width to height is fixed.