

LibreOffice Calc All Shortcut Keys
Bright Classes & Computer Institute

www.brcinstitute.com

Shortcut keys	Effect
Ctrl+A	Select all page content
Ctrl+B	Make selected text bold
Ctrl+C	Copy the selected content
Ctrl+D	Auto fill down from up cell
Ctrl+E	Align selected text in center alignment
Ctrl+F	Open Find text dialog box
Ctrl+H	Open Find & Replace text dialog box
Ctrl+I	Italicize the selected text
Ctrl+K	Open Hyperlink dialog box
Ctrl+L	Align selected text in left alignment
Ctrl+N	Create a New document
Ctrl+M	Clear formatting
Ctrl+O	Open an Existing document
Ctrl+P	Open Print dialog box
Ctrl+Q	Close the Libre-Office Calc
Ctrl+R	Align selected text in right alignment
Ctrl+S	Save changes to a document
Ctrl+U	Underline the selected text
Ctrl+V	Paste the copied content
Ctrl+W	Close the current window
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change/ forward change
Ctrl+Z	Undo a change/ backward change
F1	Open LibreOffice help window
F2	Edit cell data
F4	Cell reference information
F5	Open navigation window
F7	Spellings and grammar check
F9	Recalculate

F11	Open style bar
F12	Group entire row and column
Ctrl+-	Delete Cell
Ctrl++	Insert Cell
Ctrl+'	Show Formula
Ctrl+F2	Insert Function
Ctrl+F3	Open Manage Name window
Ctrl+F4	Save document
Ctrl+F5	Show or hide sidebar
Ctrl+F7	Treasure
Ctrl+F11	Show or hide style bar
Ctrl+Shift+1	Apply number format
Ctrl+Shift+2	Apply scientific format
Ctrl+Shift+3	Apply date format
Ctrl+Shift+4	Apply currency format
Ctrl+Shift+5	Apply percentage format
Ctrl+Shift+6	Apply general format
Ctrl+;	Inset date
Ctrl+Shift+:	Inset time
Ctrl+Shift+B	Activate or deactivate subscript
Ctrl+Shift+N	Insert Template
Ctrl+Shift+J	Fill Screen
Ctrl+Shift+O	Open print preview window
Ctrl+Shift+P	Activate or deactivate superscript
Ctrl+Shift+S	Open save as window
Ctrl+Shift+V	Paste special
Ctrl+Shift+Y	Repeat apply attribute
Ctrl+Shift+F4	View Data Source
Ctrl+Alt+C	Insert comment
Ctrl+Alt+E	Open extension manager

Ctrl+Alt+Shift+V	Paste unformatted text
Tab button	Move from one cell to another cell
Ctrl+Spacebar	Select the entire column
Ctrl+Tab	Move to next sheet
Ctrl+Shift+Tab	Move to previous sheet
Shift+F3	Change Case
Shift+F7	Auto spelling check
Shift+Spacebar	Select the entire row
Alt+D	Open Data Menu
Alt+F	Open File Menu
Alt+H	Open Help menu
Alt+I	Open Inset Menu
Alt+O	Open Format Menu
Alt+S	View Sheet Option
Alt+T	Open Tool Menu
Alt+V	View Menubar Option
Alt+W	Open Window Menu
Alt+Y	Open Style Menu
Alt+F4	Close the window

---*---

For more details visit
Website : www.brcinstitute.com
What App : 80052 27229
Insta Id : brcinstitute
Youtube : brcinstitue
E-Mail : brcinstitute111@gmail.com