

# Libre-Office Writer Document All Shortcut Keys

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Shortcut keys	Effect
Ctrl+A	Select all page content
Ctrl+B	Make selected text bold
Ctrl+C	Copy the selected content
Ctrl+D	Double Underline the selected text
Ctrl+E	Align selected text in center alignment
Ctrl+F	Open Find text dialog box
Ctrl+G	Open Go To page dialog box
Ctrl+H	Open Find & Replace text dialog box
Ctrl+I	Italicize the selected text
Ctrl+J	Align selected text in justify alignment
Ctrl+K	Open Hyperlink dialog box
Ctrl+L	Align selected text in left alignment
Ctrl+M	Apply Clear Formatting on selected text
Ctrl+N	Create a New document
Ctrl+O	Open an Existing document
Ctrl+P	Open Print dialog box
Ctrl+Q	Close the Libre-Office writer
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 without saving
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change/ forward change
Ctrl+Z	Undo a change/ backward change
Ctrl+0	Apply Text Body paragraph style formatting
Ctrl+1	Apply Heading 1 paragraph style formatting
Ctrl+2	Apply Heading 2 paragraph style formatting
Ctrl+3	Apply Heading 3 paragraph style formatting
Ctrl+4	Apply Heading 4 paragraph style formatting
Ctrl+5	Apply Heading 5 paragraph style formatting
Ctrl+12	Insert table
Ctrl+F2	Open field dialog box
Ctrl+F3	Open AutoText dialog box
Ctrl+F4	Save document
Ctrl+F5	Open Styles option

<b>Ctrl+F7</b>	Open Thesaurus option
<b>Ctrl+F10</b>	Show/Hide Paragraph End Marks
<b>Ctrl+F12</b>	Open Insert Table dialog box
<b>Up Arrow</b>	Move cursor one line up
<b>Down Arrow</b>	Move cursor one line down
<b>Home Button</b>	Move cursor at beginning of the line
<b>End Button</b>	Move cursor to end of the line
<b>Delete Button</b>	Delete a character toward right side
<b>Backspace Button</b>	Delete a character toward left side
<b>Enter Button</b>	Break a line
<b>Ctrl+Del</b>	Delete a word toward right side
<b>Ctrl+Backspace Button</b>	Delete a word toward left side
<b>Ctrl+Page Up</b>	Directly move cursor first line of the current page
<b>Ctrl+Page Down</b>	Directly move cursor last line of the current page
<b>Ctrl+Home</b>	Go to start of document
<b>Ctrl+End</b>	Go to end of document
<b>Ctrl+Enter</b>	Manual page break
<b>Ctrl+Left Arrow</b>	Jump the cursor position one word left side
<b>Ctrl+Right Arrow</b>	Jump the cursor position one word right side
<b>Ctrl+Shift+B</b>	Activate or deactivate subscript
<b>Ctrl+Shift+P</b>	Activate or deactivate superscript
<b>Ctrl+Shift+S</b>	Open save as window
<b>Ctrl+Shift+O</b>	Open print preview
<b>Ctrl+Alt+C</b>	Insert comment
<b>Shift+F11</b>	New style from selection
<b>Ctrl+Shift+F11</b>	Update selected style
<b>Ctrl+Shift+Home</b>	Go and select text to start of document
<b>Ctrl+Shift+End</b>	Go and select text to end of document
<b>Ctrl+Shift+Del</b>	Delete text to end of a sentence
<b>Ctrl+Shift+Backspace</b>	Delete text to beginning of a sentence
<b>Ctrl+Shift+Left Arrow</b>	Select left side word, word by word
<b>Ctrl+Shift+Right Arrow</b>	Select right side word, word by word
<b>Ctrl+Shift+Up Arrow</b>	Select up side paragraph by paragraph wise
<b>Ctrl+Shift+Down Arrow</b>	Select down side paragraph by paragraph wise

<b>Shift+Home</b>	Select the whole line towards left form current cursor position
<b>Shift+End</b>	Select the whole line towards right form current cursor position
<b>Shift+Up Arrow</b>	Select line by line in upward direction
<b>Shift+Up Down</b>	Select line by line in downward direction
<b>Shift+Left Arrow</b>	Select single character towards left side
<b>Shift+Right Arrow</b>	Select single character towards right side
<b>Shift+PageUp</b>	Move up screen page with selection
<b>Shift+PageDown</b>	Move down screen page with selection
<b>F1</b>	Open Libre-Office help dialog box
<b>F2</b>	Open Formula bar
<b>F3</b>	Completer Auto text
<b>F5</b>	On/Off Navigator
<b>F6</b>	Open properties option
<b>F7</b>	Spellcheck
<b>F11</b>	On/Off Window Style
<b>F12</b>	Insert number bullet list

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**Website : [www.brcinstitute.com](http://www.brcinstitute.com)**

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**E-Mail : [brcinstitute111@gmail.com](mailto:brcinstitute111@gmail.com)**