OpenOffice.org 3

Getting Started Guide

Appendix A
Keyboard Shortcuts

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Contents

Introduction

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.

OOo has a general set of keyboard shortcuts, available in all components, and a component-specific set directly related to the work of that component (Writer, Calc, Impress, Draw, and Base). This appendix lists the general set. For component-specific shortcuts, see the relevant component guide.

For help with OOo's keyboard shortcuts, or using OOo with a keyboard only, search the OOo Help using the "shortcut" or "accessibility" keywords.

In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own. See Chapter 14 (Customizing OpenOffice.org) for instructions.

Note	Some of the shortcut keys may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to OOo. Try to assign different keys either for OOo (described in Chapter 14), or for your desktop system (see your system's documentation).

Function key shortcuts

Shortcut Keys	Result
F1	Starts the OpenOffice.org Help. In the OpenOffice.org Help: jumps to main help page.
Shift+F1	Activates *What's This?* (extended tip) help for the mouse pointer, which turns into a question mark. Move the pointer over an item (command, icon or control) to view the extended tip.
Shift+F2	Displays an extended tip for the item (command, icon or control) currently selected by using the keyboard.
Ctrl+F4 or Alt+F4	Closes the current document. Closes OpenOffice.org when the last open document is closed.
F6	Sets focus in next subwindow.
Shift+F6	Sets focus in previous subwindow.
F10	Activates the first menu (File menu).
Shift+F10	Opens the context (pop-up) menu.
Ctrl+F11	Opens the Style Catalog.

General shortcut keys for OpenOffice.org

Shortcut Keys	Result
Enter key	Activates the focused button in a dialog.
Esc	Terminates the action or dialog. If in OpenOffice.org Help: goes up one level.
Spacebar	Toggles the focused checkbox 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. This shortcut applies to combo boxes and to icon buttons with pop-up menus. Close an opened list by pressing the *Esc* key.
Del	Deletes the selected items into the recycle bin.
Shift+Del	Deletes the selected items without putting them in the recycle bin.

Shortcut Keys	Result
Backspace	When a folder is shown: goes up one level (goes back).
Ctrl+Shift+Spacebar	Removes direct formatting from selected text or objects (as in **Format > Default 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 the Templates and Documents dialog.
Ctrl+P	Prints the document.
Ctrl+Q	Exits the application.
Ctrl+X	Cuts the selected items.
Ctrl+C	Copies the selected items.
Ctrl+V	Pastes from the clipboard.
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	Refreshes (redraws) the document view.
Ctrl+Shift+I	Enables or disables the selection cursor in read-only text.
Ctrl+I	Applies the Italic attribute to the selected area or the word in which the cursor is positioned.
Ctrl+B	Applies the Bold attribute to the selected area or the word in which the cursor is positioned.
Ctrl+U	Applies the Underlined attribute to the selected area or the word in which the cursor is positioned.

Shortcut keys in the Gallery

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

In the New Theme area of the Gallery

Shortcut keys	Result
Up arrow	Moves the selection up.
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.

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	Scrolls up one screen.
Page Down	Scrolls 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	Switches back to main overview (only in object view).

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)	Exits Handle Selection Mode and returns to Object Selection Mode.
Up/down/left/right arrow	Moves 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	Selects a point of a drawing object (in Point Selection mode) or cancels the selection. The selected point blinks once per second.
Shift+Spacebar	Selects an additional point in Point Selection mode.
Ctrl+Tab	Selects the next point of the drawing object (Point Selection mode). In Rotation mode, the centre of rotation can also be selected.
Shift+Ctrl+Tab	Selects the previous point of the drawing object (Point Selection mode).
Ctrl+Enter	Places a new drawing object with default size in the centre of the current view.
Ctrl+Enter at the Selection icon	Activates the first drawing object in the document.
Esc	Leaves the Point Selection mode. The drawing object is selected afterwards. Edits 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.