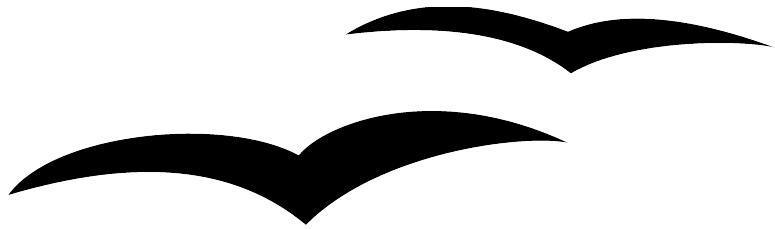


Open Office.org 1.1 Impress QuickStart Guide



OpenOffice.org 1.1 Impress QuickStart Guide
First edition: June 2003
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Overview

The purpose of this guide is to teach OpenOffice.org users how to use Impress to design professional-quality presentations. This quick-start approach provides an overview of the capabilities of Impress. It is designed to quickly give Impress users the skills necessary to create high-quality presentations suitable for a wide variety of contexts.

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Feedback

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Modifications and updates

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0.1	06/27/03	Initial edition issued for comment

Introduction

Welcome to Impress–OpenOffice.org's premiere slide show program. This easy-to-learn program, which features user-friendly functions and standard toolbars and menus, allows users to create a wide variety of slide layouts for visually attractive presentations. With Impress, users can create slides that contain many different elements, including: text, bulleted and numbered lists, tables, charts, clip art, and a wide array of graphic objects. It also comes complete with spell check, a thesaurus, pre-set text styles, attractive background styles, and a handy help menu.

This manual gives users the ability to create professional presentations in a short period of time. It features instructions, screenshots, and helpful hints that guide users through the Impress environment while designing presentations.

Prerequisites

To receive the most from this guide, users should have a good working knowledge of basic computer functions and should be familiar with standard software layouts and functions, such as open, close, save, and print.

Create a new presentation

This section shows how to set up a new presentation.

Start AutoPilot presentation

After launching Impress, AutoPilot Presentation window number 1 will appear (see Figure 1). If it does not, then go to **File > AutoPilot > Presentation**.

1) Under **Type**, select one of the following options:

- *Empty Presentation* creates a presentation from scratch.
- *From Template* uses a template design already created as the base of a new presentation.
- *Open Existing Presentation* continues work on a previously created presentation.

2) Click **Next**.

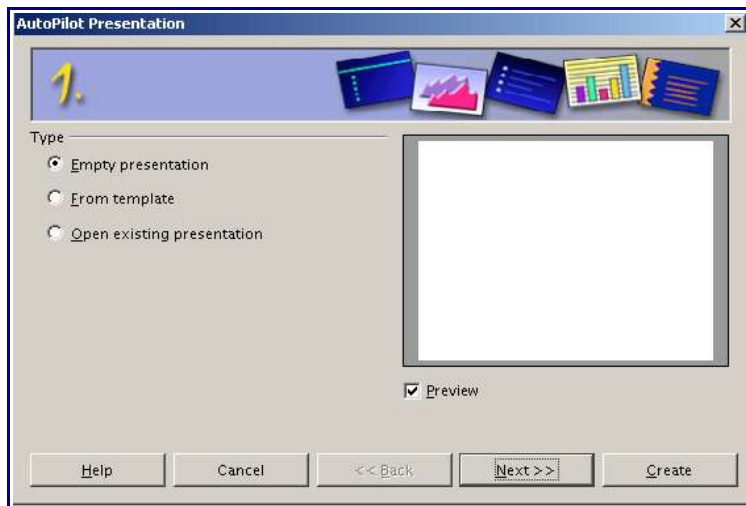


Figure 1: Autopilot Presentation window

Window number 2

AutoPilot Presentation window number 2 will appear (see Figure 2).

- 1) Under **Select a slide design**, choose a design, or to leave it blank, select **<Original>**.
- 2) Under **Select an output medium**, select how the presentation will be used. Most often, the presentations are created for a screen.
- 3) Click **Next**.

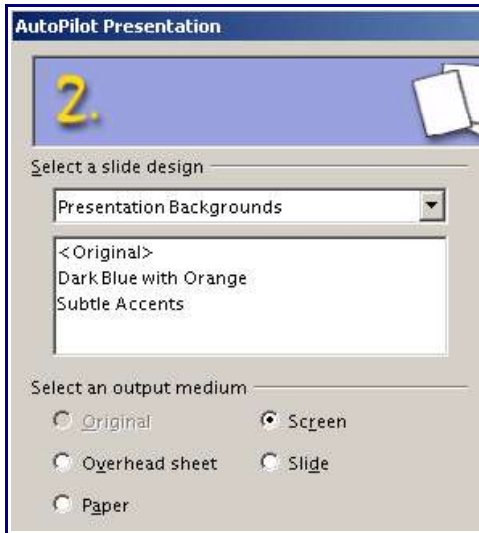


Figure 2: Autopilot Presentation window 2

1.1.2 Window number 3

AutoPilot Presentation window number 3 will appear (see Figure 3).

- 1) Choose the desired option from the effect menu. This option **Effect** creates transitions between all the slides in the presentation. To not have any transition effects, select **No Effect**. This option can be changed later, and each slide can have different transitions, if desired. For more information, see section 5–Transitions between slides.
- 2) Select the desired speed for the transition between the different slides in the presentation from the speed menu.
- 3) Click **Create**. A new presentation is created.

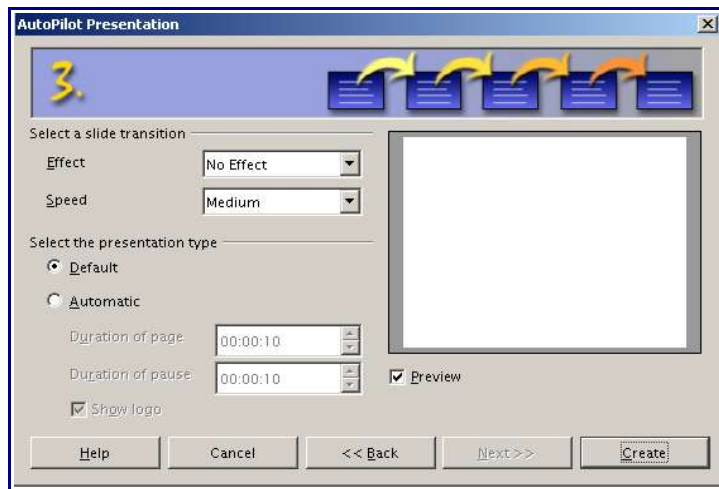


Figure 3: Autopilot Presentation window 3

1.1.3 Modify slide during AutoPilot

The Modify Slide window will appear (see Figure 4). The **Select an AutoLayout** section contains a wide variety of slides to incorporate in a presentation. Click the different slides in this box to see the all of the slides. There are slides with a title, a title and text, a chart, a title and clip art, or other combinations of these options. Notice that the bottom of this frame reflects the type of slide selected.

- 1) Type in a title for the slide in the area marked **Name**.
- 2) Select a slide layout from the **Select an AutoLayout** frame.
- 3) Click **OK**.

***Tip:** It is always a good idea to save and name the presentation after it is initially created. Remember to also save frequently while working on the presentation to prevent any loss of information should something unexpected occur.*

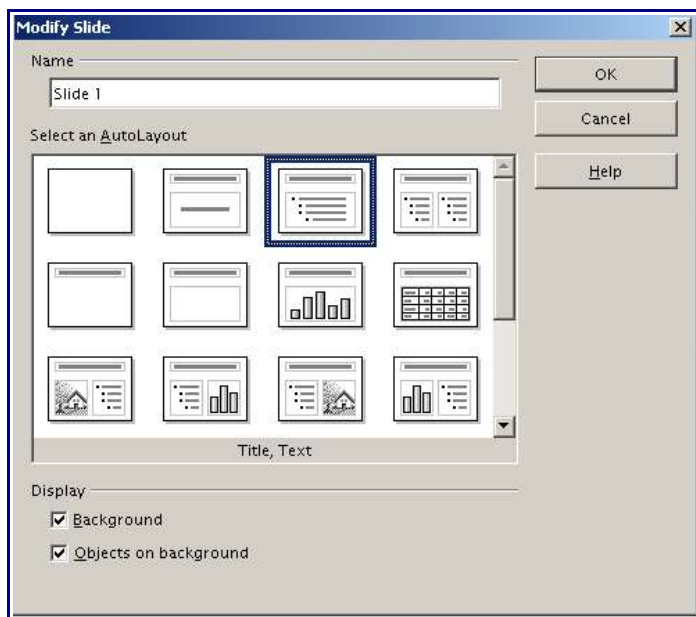


Figure 4: Modify Slide window

Insert new slides

Inserting slides into the presentation is the foundation of the project (see Figure 5).

- 1) Select **Insert > Slide**. The **Insert Slide** dialog box will appear.
- 2) Under **Name**, enter a title for the slide.
- 3) Under **Select an AutoLayout**, choose a slide layout.
- 4) Click **OK**. The slide will be visible on the screen and ready for modifying.

***Tip:** Another way to insert a slide is to use the **Presentation Palette**. It makes the general commands for slides easier to find. To access it, select **View > Toolbars > Presentation**.*

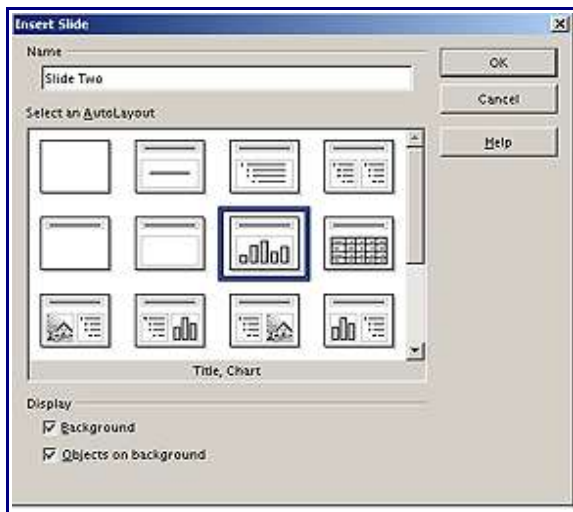


Figure 5: Insert Slide dialog box

Format page

To change the size of the slides, margins, and other settings, select **Format > Page**. The Page Setup window will appear (see Figure 6). Under the tab **Page**, there are options that help create the desired layout.

Use the **Background** tab to choose the settings for the background of the slides. Go to section 4–Change slide background to learn more about this feature.

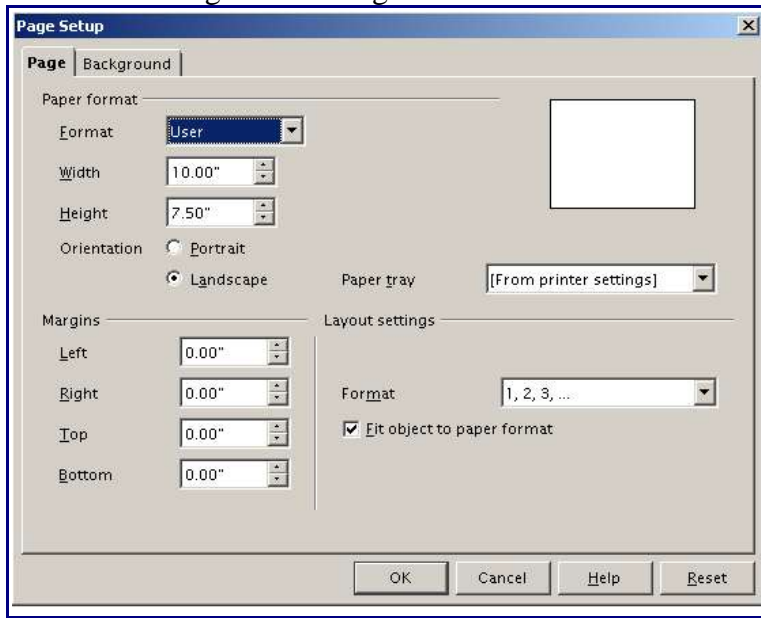


Figure 6: Page Setup window

Format slides

Modify slides

- 1) Select **Format > Modify Layout**. The Modify Slide window will appear (see Figure 7).
- 2) Modify the layout by choosing a new layout from the **Select an AutoLayout** section.

Tip: Another way to modify a slide is to use the **Presentation Palette**. It makes the general commands for slides easier to find. To access it, select **View > Toolbars > Presentation**.

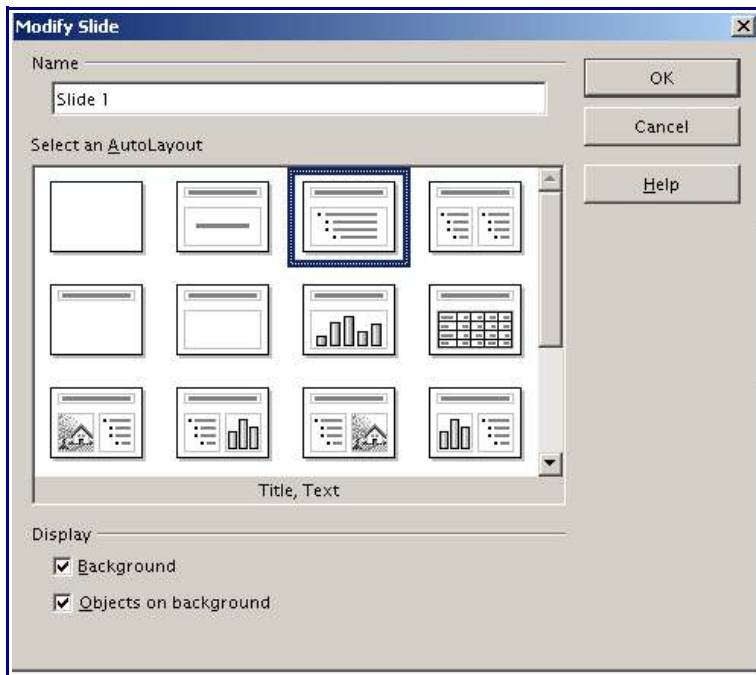


Figure 7: Modify Slide window

Delete slides

- 1) Go to the slide to delete.
- 2) Select **Edit > Delete Slide**.
- 3) Click **Yes**.

Rename slides

- 1) Select **Format > Modify Layout**.

The Modify Slide window will appear. Under **Name**, enter the new name of the slide.

Rearrange slides

Rearranging the slides is most easily done in the **Slides View**.

- 1) Select **View > Workspace > Slides View**. The slides will appear in miniature view from left to right, in their current order (see Figure 8).
- 2) Change the order of the slides by dragging and dropping them to the new location. A black line will appear between the slides. This shows where they will go.

Tip: An easy way to switch between different views is to use the **View** buttons. These are located on the right side of the border of the Impress window. For more information about the different viewing options and the view buttons, see section 6–Slide views.

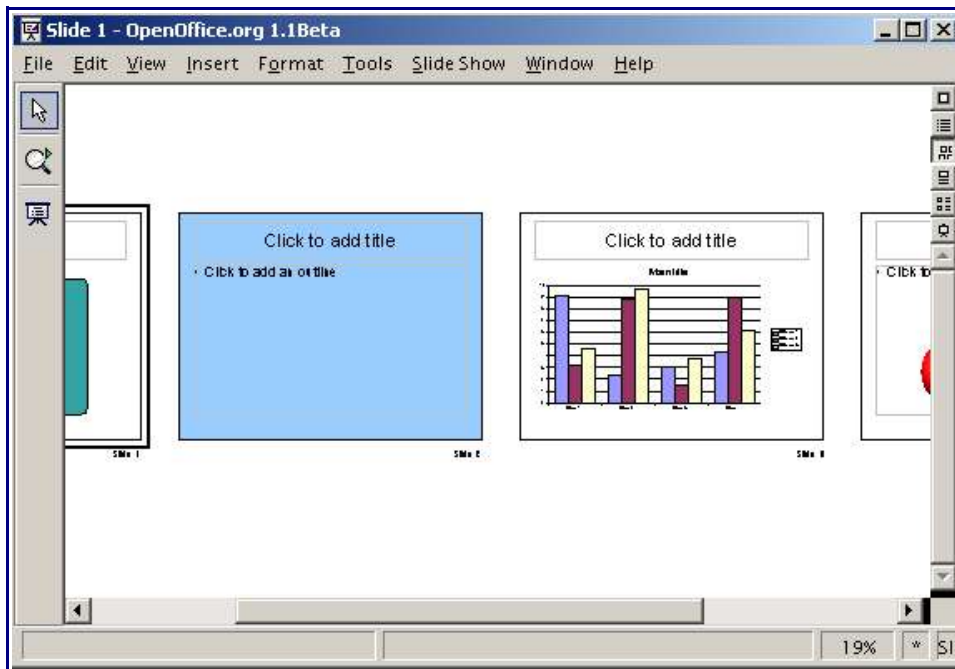


Figure 8: Slides View


Insert text

There are two ways to insert text into presentation. One way is to use the AutoLayout as described in section 1.4–Format slides. The other is to create a text box from scratch using the text tool.

Insert text with text boxes created by AutoLayout

- 1) Click in the text box that reads “Click here to...”
- 2) Type information into the text box.

Create a text box from scratch

- 1) Look at the main toolbar. It appears on the left hand side of the Impress screen. If it is not visible, go to **View > Toolbars > Main Toolbar**.
- 2) Click on the **Text**  tool (see Figure 9). There are other text tools within this button, but make sure you have the right tool selected.
- 3) Draw a box for the text on the slide. The height of the box will automatically change to the height of the first line. The box will grow as the text is added.
- 4) As soon as the box is finished and the mouse is released, the cursor will appear and the box is in edit mode.
- 5) Click outside the box to exit edit mode. Edit the text later.

Tip: Click the gray frame of the text box to exit edit mode. Delete the object immediately with the **Delete** key. To delete a text box, click in the gray frame. The frame will disappear, leaving only

green sizing handles. Press the **Delete** key to delete the text box.

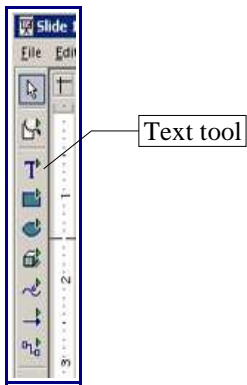


Figure 9: Main toolbar

Format text

After the text has been created and selected, it is possible to format the text to make it more legible and consistent with the style of the presentation.

Select text

The text must be selected before it can be formatted.

To select the text:

- If all the text in a textbox should be changed, select the text box (green sizing handles will appear).
- If only part of the text in a textbox should be changed, then click in the textbox and highlight the text that will be changed.

Format character

To view the Character Formatting options, select **Format > Character**. The Character window will appear (See Figure 10).

- *Font tab* has options to help create the desired effect for the type in the presentation. You can view what the text will look like in the preview box in the bottom of the window.
- *Font Effects tab* has other options to enhance the text such as underlining and font color.
- *Position tab* has advanced options that allow users to customize text spacing, position, and scaling.

Tip: The **Object bar** is an efficient way to format text. The Object bar changes with each object that is selected to show the options for that object. For text boxes, it shows buttons and menus for formatting the text. To view the Object bar, select **View > Toolbars > Object bar**.

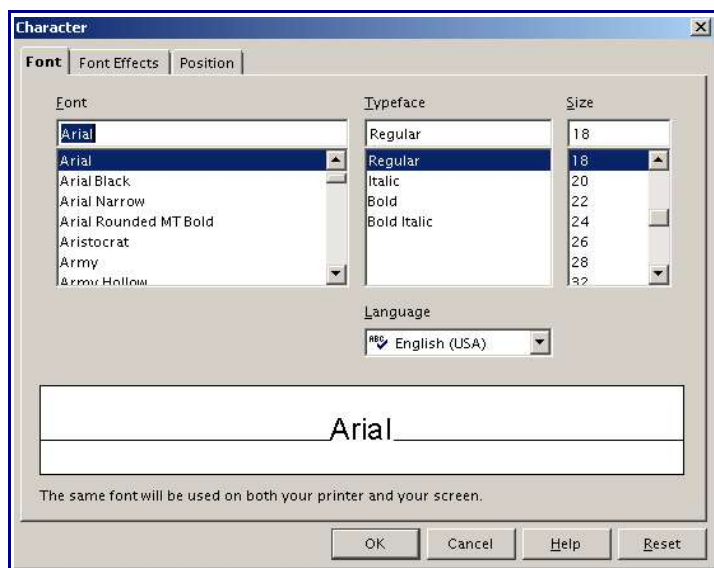


Figure 10: The Character window

Format paragraph

To view the Paragraph Formatting options, select **Format > Paragraph**. The Paragraph window will appear (See Figure 11).

- *Indents & Spacing tab* has options to adjust the spacing of the paragraph selected.
- *Alignment tab* contains the following options: left-aligned, right-aligned, centered, or justified text.

Tip: *The Object bar is an efficient way to format text. The Object bar changes with each object that is selected to show the options for that object. For text boxes, it shows buttons and menus for formatting the text. To view the toolbar, select **View > Toolbars > Object bar**.*

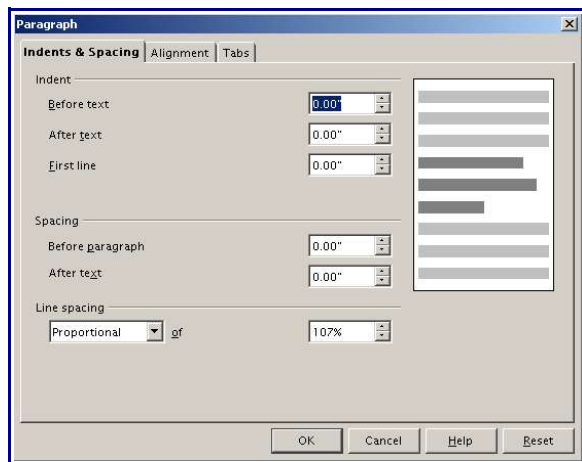


Figure 11: The Paragraph window

Create bulleted and numbered lists

There are two ways to create bulleted/numbered lists. One way is to use the AutoLayout as described in section 1.4–Format slides. The other method is to create a bulleted list from scratch using the text tool.

Create lists with text boxes created by AutoLayout

- 1) Choose an AutoLayout that contains a bulleted lists.
- 2) Click in the textbox that reads “**Click to add an outline.**”
- 3) Type information in the textbox. To create a sub-section, begin on a new line and press the Tab key. The line indents and the bullet changes. Each time the Tab key is pressed, the line indents further.

Change from a bulleted list to a numbered list in the AutoLayout

- 1) Select **Format > Numbering/Bullets**.

- 2) Select the **Numbering** tab.
- 3) Select the desired design for the numbers.

Create bulleted and numbered lists from scratch

- 1) Create and select a textbox or select one that has already been created. For information on how to create a textbox, see section 1.5–Insert text.
- 2) Select **Format > Numbering/Bullets**.
- 3) Choose the options to use for the outline.
- 4) Begin typing in the text box. To create a sub-section, begin on a new line and press the Tab key and the line will indent and the bullet will change. Each time the Tab key is pressed, the line indents further.

Create master slides

Master slides contain formatted text and background items that will appear on all of the slides in the presentation. They will give the presentation a high degree of consistency and save time when designing the slide show. The font type in the titles and/or bulleted text passages on all of the slides can be changed at one time by using master slides.

- 1) View the master slides by selecting **View > Master > Drawing** (see Figure 12).
- 2) Make any formatting changes, such as to the background color, fonts, sizes, shapes, and images, that are intended to be on every slide.
- 3) Select **View > Slide** to return to the Drawing view. There the changes to the master slide can be viewed throughout all of the slides.

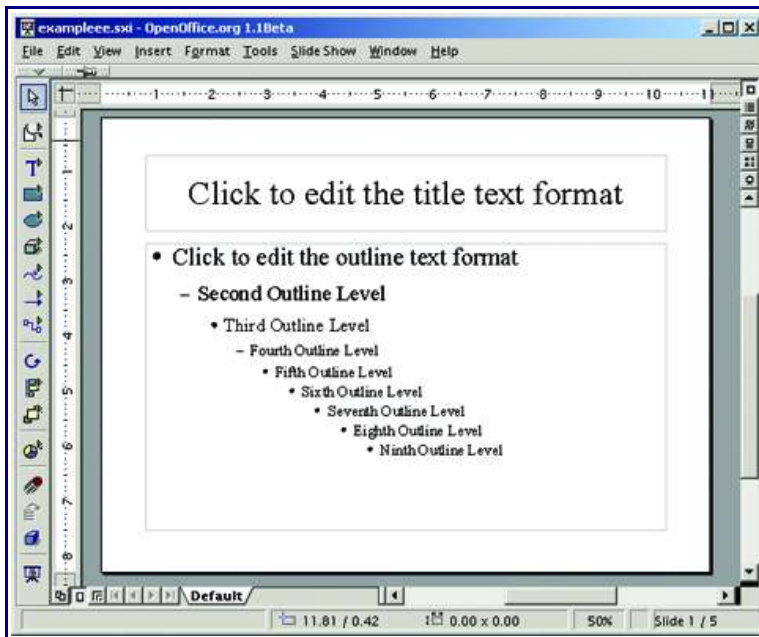


Figure 12: Master Slides view

Create charts

Insert a chart

There are two ways to insert a chart into a slide. One way is to use the AutoLayout as described in section 1.4–Format slides. The other method is to create a chart from scratch.

Create a chart within an AutoLayout

- 1) Select **Format > Modify Layout**.
- 2) Choose a layout in the **Select an AutoLayout** section that contains a chart.
- 3) Click **OK**.
- 4) Double-click the chart icon in the center of the chart area to reveal the full-sized chart. A chart will appear (see Figure 13). The chart that appears is created using sample data. Enter the desired data in the chart.

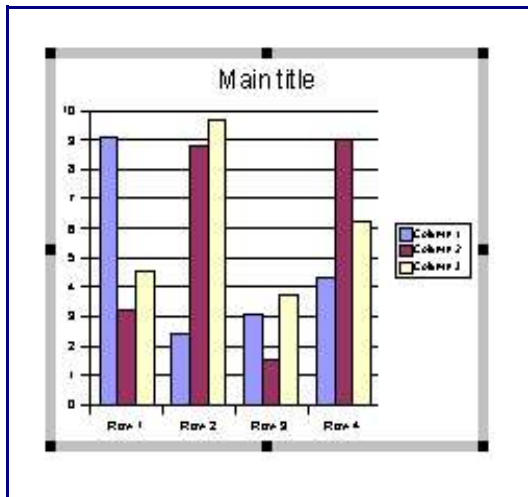



Figure 13: Chart made with sample data

Create a chart from scratch

- 1) Select **Insert > Chart**. A chart will appear (see Figure 13). The chart that appears has been created using previously made sample data.
- 2) Enter the desired data in the chart.

Choose a chart type

- 1) Double click the chart so that it is enclosed by a gray bounding box.
- 2) The main toolbar has now changed to show tools specifically for charts. Click the **Edit Chart**  **Type** tool or select **Format > Chart Type**. The **Chart Type** window appears (see Figure 14). If the main toolbar is not showing, select **View > Toolbars >**

Main.

- 3) In the section **Chart Category**, select either 2D or 3D to see the different types of charts.
- 4) In the section **Chart type**, select one of the icons to see the different variants of the chart type in the Variants section.
- 5) Once a chart variant is chosen, click **OK**. The chart will reflect the new type selected.

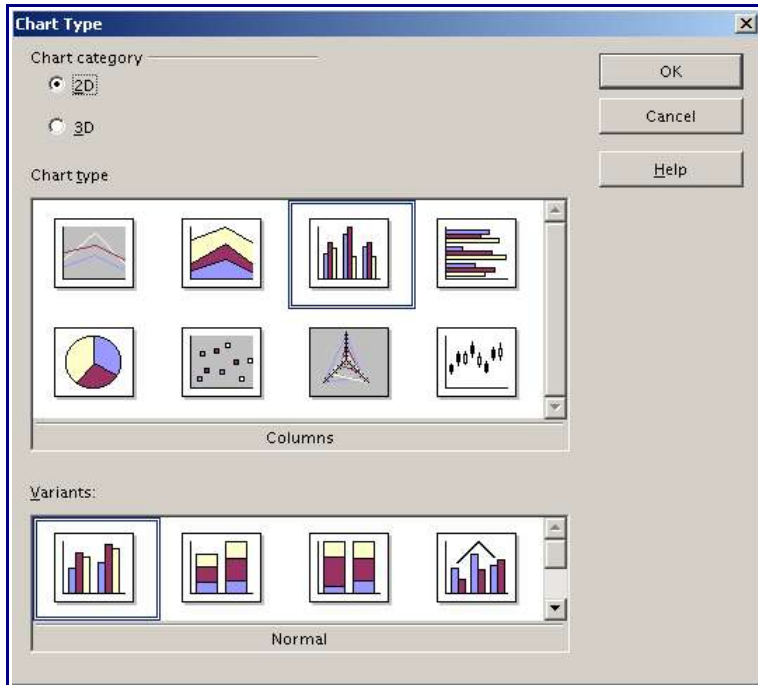


Figure 14: Chart Type dialog box

Enter chart data

Open chart data window

- 1) Double click the chart so that it is enclosed by a gray bounding box.
- 2) The main toolbar has now changed to show tools specifically for charts. Click the **Chart Data** tool or select **Edit > Chart Data**. The **Chart Data** window appears. (If the main toolbar is not showing, select **View > Toolbars > Main**.)

Enter Data

Enter data in the Chart Data window (see Figure 15).

- *Insert buttons* insert a row or column.
- *Delete buttons* remove the information from a selected row or column.
- *Switch buttons* exchange the contents of the current row with the contents of the row below, or a column with the column to the left.
- *Sort buttons* organize the content of the currently selected column or row in ascending order.
- *Apply to Chart* transfers the data from the table to the chart.
- *Input Field* is where to insert data. Enter information in the boxes under the correct rows and columns.

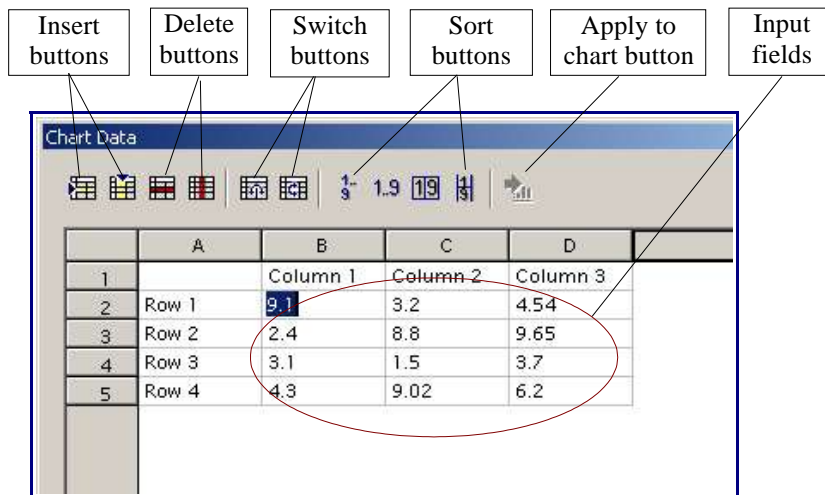


Figure 15: Chart Data area

Format the chart

There are two main areas of the chart when it appears on the slide. These areas control different settings for the chart.

- *Chart wall* controls the elements within the parameters of the actual chart that is displaying the data.
- *Chart area* controls the area surrounding the chart, including the title and key. Knowing this is helpful when deciding where to look when it becomes necessary to format certain aspects of a chart.

Resize chart

- 1) Click on the chart.
- 2) Green sizing handles appear around the chart. To **increase or decrease the size** of the chart, click and drag one of the markers in one of the four corners of the chart. To **maintain the correct ratio** of the sides, hold the shift key down while you click and drag.

Change background

The chart area controls the area surrounding the chart, including the title and key.

- 1) Double click the chart so that it is enclosed by a gray bounding box.
- 2) Select **Format > Chart Area**. The **Chart Area** window will appear (see Figure 16).
- 3) Choose the formatting setting desired.

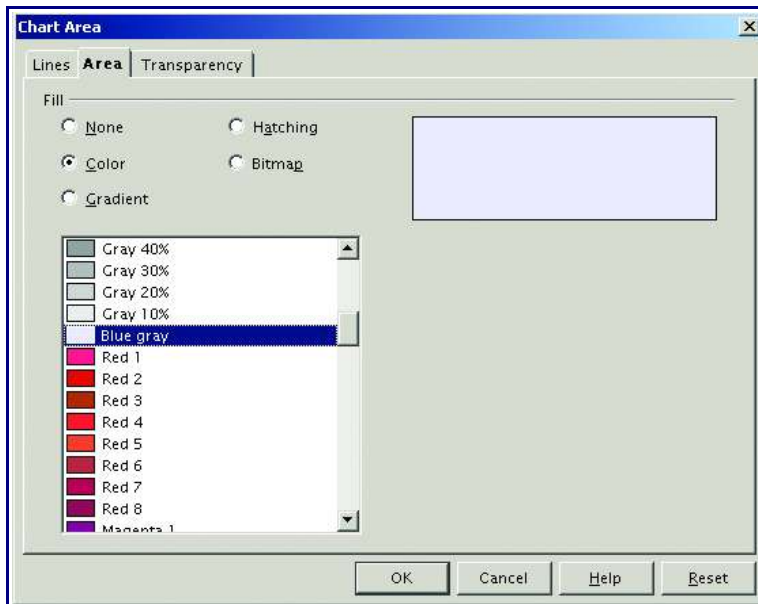


Figure 16: Chart Area window

Change the background of chart

The chart wall option includes the elements within the parameters of the actual chart that is

displaying the data.

- 1) Double click the chart so that it is enclosed by a gray bounding box.
- 2) Select **Format > Chart Wall**. The **Chart Wall** window will appear.
- 3) Choose the formatting setting desired.

Format menu

- 1) The format menu is used to modify a chart into the ideal compliment to the slide presentation. Double click the chart so that it is enclosed by a gray bounding box..
- 2) Under the format menu, located at the top of the Impress window, view the following options and format the chart as desired (see Figure 17):
 - *Title* formats the titles of the chart, the x axis and y axis.
 - *Legend* formats the location, borders, background, and type of the legend.
 - *Axis* formats the lines that create the chart as well as the font of the text that appears on both the X and Y axes.
 - *Grid* formats the lines that create a grid for the chart.

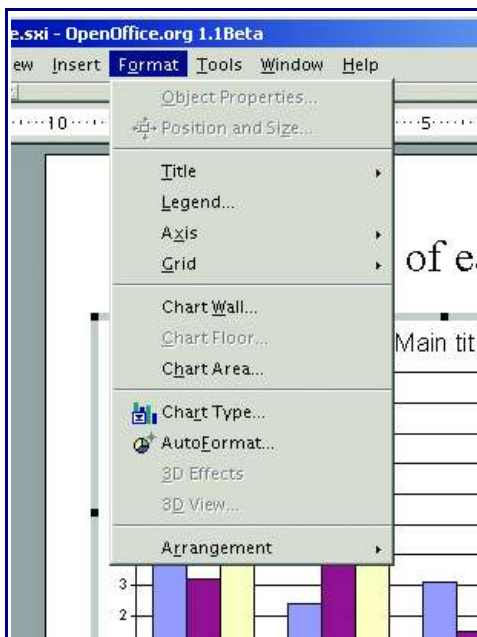


Figure 17: Chart format menu

Import graphics

There are many different types of graphics that can be placed in presentations. Import graphic files or choose pre-designed graphics from the **Impress Gallery**.

Import from file

- 1) Select **Insert > Graphics** to access the **Insert Graphics** window (see Figure 18).
- 2) Click the down-pointing triangle to the right of the **Look in** dialog box to find the location of the desired graphic file.
- 3) Click **Open** to insert it onto a slide. The graphic object will appear with green sizing handles around its outer edges.

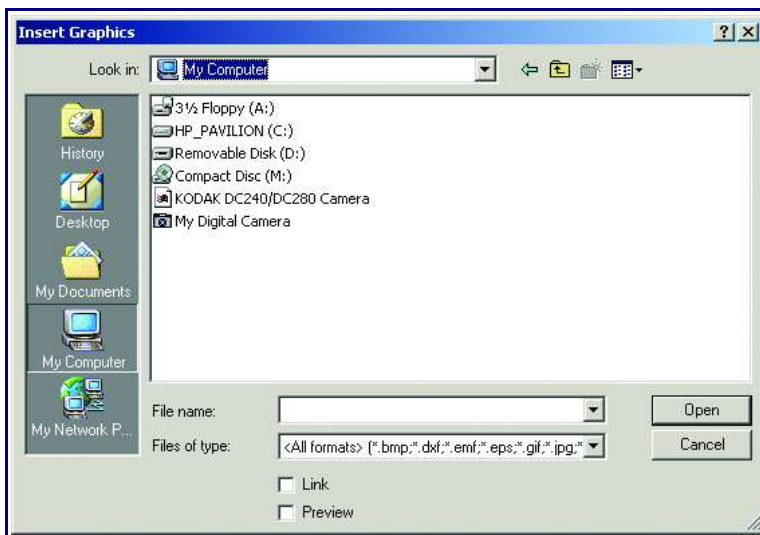


Figure 18: Insert Graphics window

Import from gallery

Insert graphic from the Gallery

The Gallery is a set of images that were designed to help users select presentation graphics.

- 1) Select **Tools > Gallery**.
- 2) The graphic objects are in the Gallery and the **Gallery Theme box**. The gallery objects can be changed in the gallery theme box.
- 3) Drag and drop the desired object from the Gallery onto the appropriate slide(s).
- 4) When done, click the **Hide button** to hide the Gallery, and click the **Stick button** to show the Gallery again (see Figure 19).

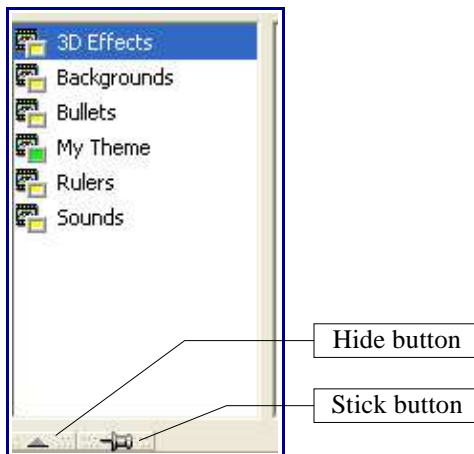


Figure 19: The Stick and Hide buttons

Format graphic images

Increase or decrease size of graphics

- 1) Place the pointer on one of the green sizing handles in one of the four corners of the chart until it changes to a double-sided diagonal arrow.
- 2) Click and drag outward. Hold the shift button to keep the ratio of the sides the same.

Move graphics

- 1) Place the pointer on the graphic until the pointer changes to a four-sided arrow.
- 2) Click and drag, keeping the mouse button depressed until the graphic is in the desired location.

Delete graphics

- 1) Click on the graphic until so the green sizing handles appear.
- 2) Press **Delete**.

Tip: Advanced options are available in the **Position and Size** window. Select **Format > Position and Size**.

Create lines and shapes

The main toolbar contains the tools used to create rectangles, circles, other shapes, and lines to enhance the design of the presentation. If the main toolbar is not showing, select **View > Toolbars > Main**. Figure 20 shows the different tools on the main toolbar that can be used to edit shapes and lines.

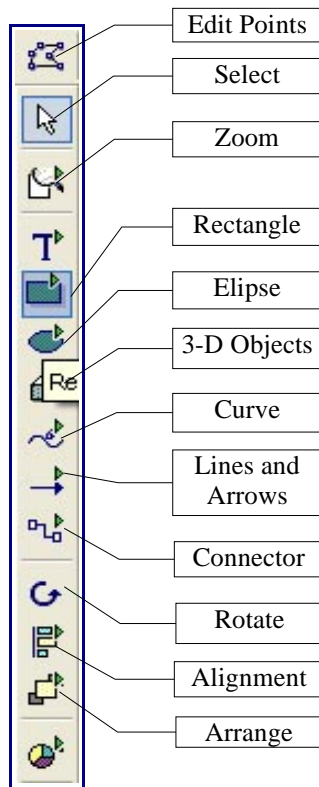


Figure 20: Shape and line tools

Insert lines and shapes

There are two types of shapes—unfilled and filled.

To create shapes and lines:

- 1) Select the desired shape tool or line tool.
- 2) Click and drag to create the object on the slide (see Figure 21).

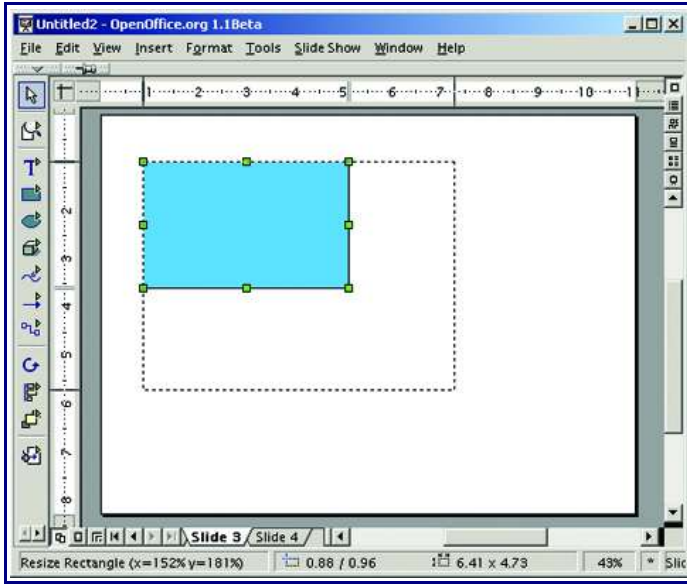


Figure 21: Creating a shape

Format lines and shapes

The format menu is used to modify a shape into the ideal compliment to the slide presentation (see Figure 22).

To format lines and shapes:

- 1) Click on the shape or line to select it.
- 2) Under the format menu, located at the top of the window, view the following options and format the object as desired:
 - *Line* has options such as line style, line color, and width.
 - *Area* allows users to format the fill, or interior, of an object. This includes color, transparency, and pattern.
 - *Position and Size* allow an object to be moved, rotated, and manipulated according to specified measurements.

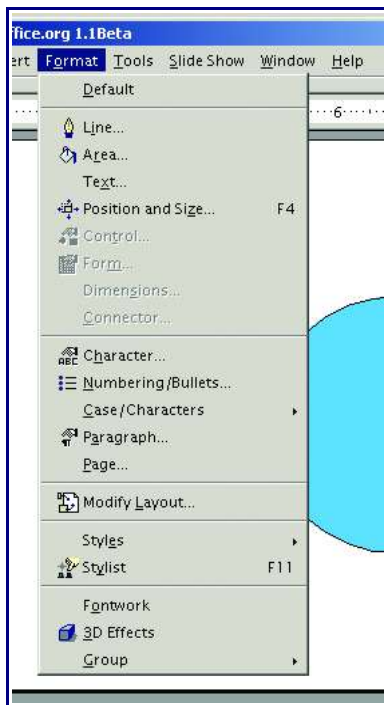


Figure 22: Shape format menu

Change slide background

To change a slide background:

- 1) Select **Format > Page**. The **Page Setup** window appears with two tabs, **Page** and **Background** (see Figure 23).
- 2) Click the **Background** tab.
- 3) Make desired changes.
- 4) Click **OK**.
- 5) A box appears asking **“Background settings for all pages?”** Click **Yes** if you would like the background to appear on all the pages, or **No** if you would like the background to only appear on the selected slide.

Remember: Make changes to areas and pages in **Master Slide View** in order for those changes to be reflected on all slides in your presentations. For information on master slides, see section 1.8–Create master slides.

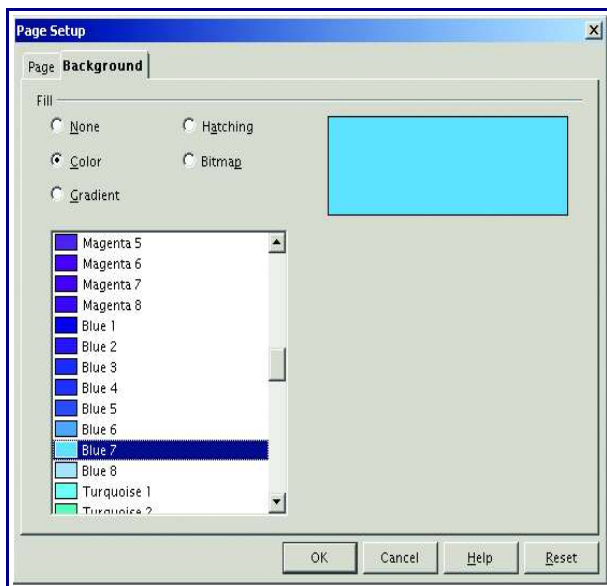


Figure 23: Background tab

Change background of an area

To change the background of an area, such as a text box or a shape:

- 1) Select the desired area. When it is selected, it will be surrounded by a gray box that contains green sizing handles.
- 2) Select **Format > Area**. The Area window appears (see Figure 24).
- 3) Choose the desired settings.
- 4) Click **OK**.

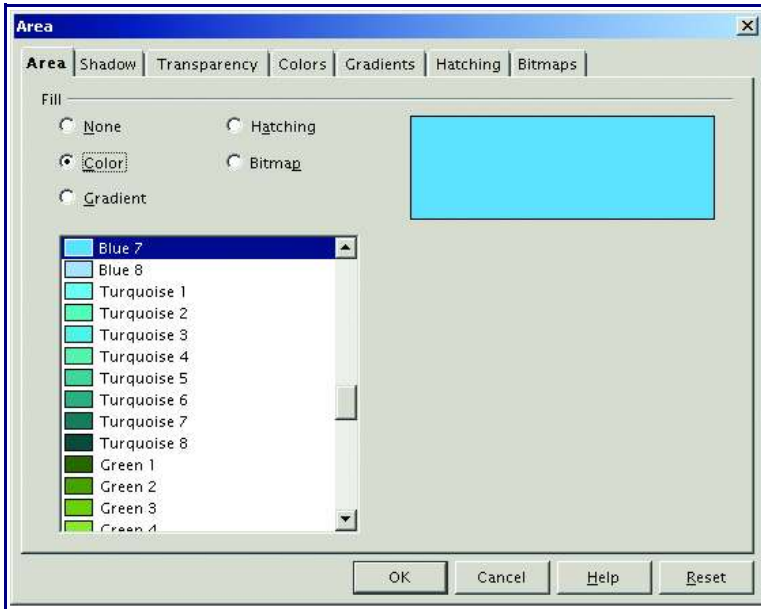


Figure 24: Area window

Transition between slides

Slide transitions add a special edge to a presentation and smooth the transition between each slide.

Add transition effect

- 1) Click on the desired slide. The transition occurs when the slide show moves to this slide.
- 2) Select **Slide Show > Slide Transition** to open the **Slide Transition** window. The Slide Transition window contains different options to create a transition (Figure 25).

In the Slide Transition window are buttons to help create the transition:

- *Effects and Extras buttons* show the available effects for the slide transition.
- *Update button* displays the current settings for the slide in the Slide Transition window.
- *Assign button* assigns the transition to the slide.
- *Preview button* previews the transition in a small window. Click in the window to preview the transition effect.

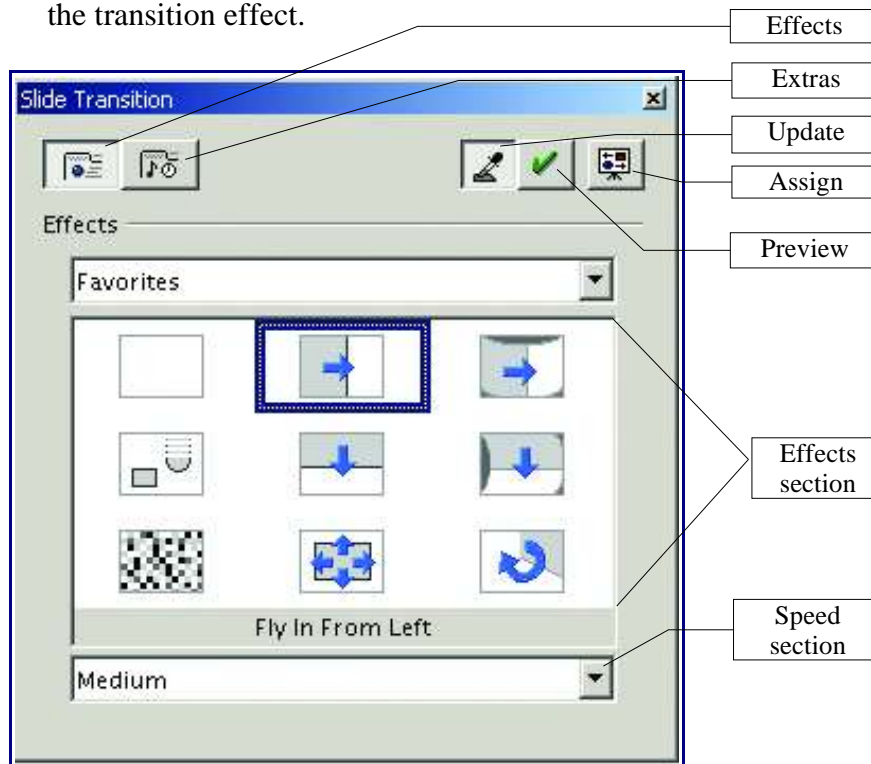


Figure 25: Slide Transition window

5.1.1 Effects button

The **Effects** button shows the available effects for the slide transition (see Figure 25).

- *Effect section* allows the selection of effects for fading from one slide to another. **To delete a transition, select No Effect.**
- *Speed section* controls the speed with which the transition occurs. The options are slow, medium and fast.

Extras button

Click the **Extras** button for additional options for the slide transition (see Figure 26).

- *Switch section* controls the timing of the transition. Specify automatic, semiautomatic, or manual slide transition.
- *Slide display time* specifies the length of time each slide is displayed. This field is only active if automatic transition is selected.
- *Sound section* controls sounds that occurs during transitions. Select a sound file from the options or browse for a specific file.

Tip: The same process can be used to create transitions for objects within the slide, such as a title or picture. To do this, select the object instead of selecting a slide.

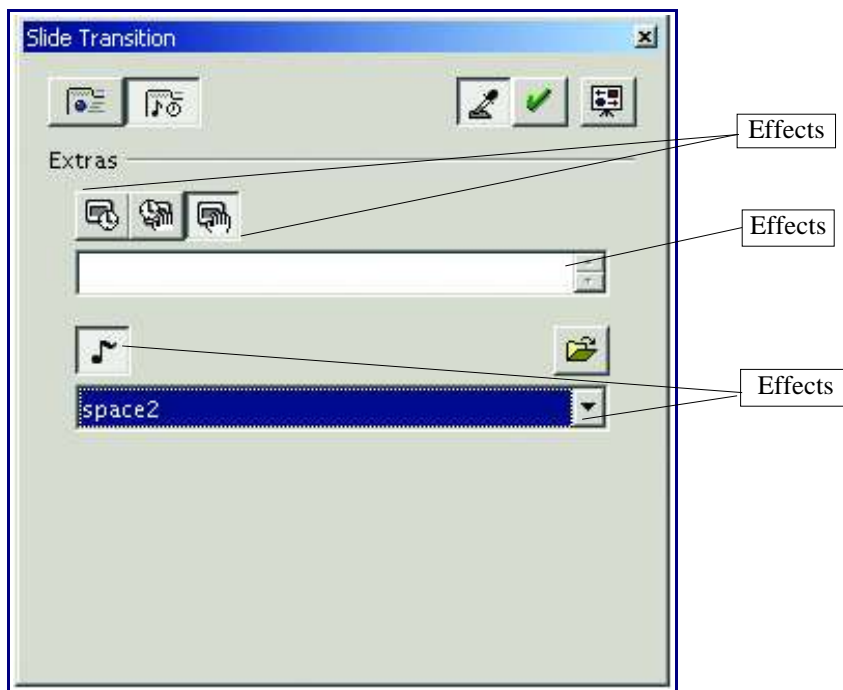


Figure 26: Extras options

Slide views

The slide views make it easier to create presentations and also allow users to view the presentation in different contexts.

Slide views

There are five different slide views (see Figure 27).

- *Handout View* reduces several slides of the presentation and arranges them for printing.
- *Notes View* includes extra notes that are not seen when the presentation is shown.
- *Slides View* displays slides in reduced size in the work area.
- *Outline View* shows topic titles for the slides of the presentation, to edit and arrange the the slides by restructuring the outline.
- *Drawing View* provides the tools from the toolbar and the menu commands which are available for creating and editing objects.

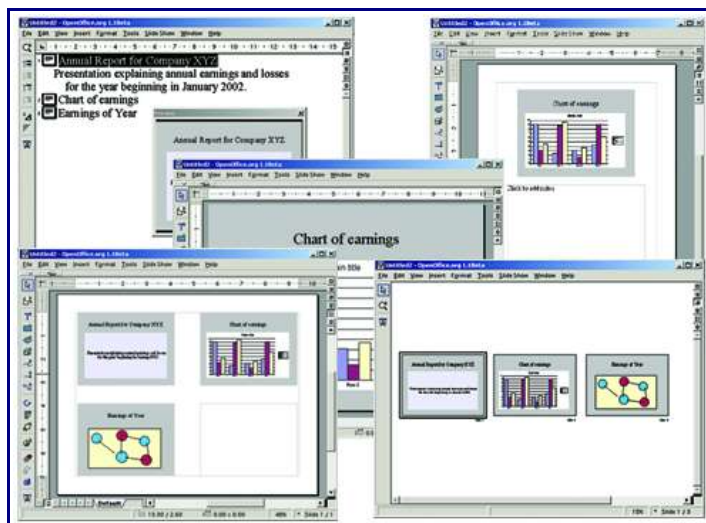


Figure 27: Slide view examples

Change slide views

There are two ways to change slide views:

- The views can be accessed by selecting **View > Workspace > [choose the slide view desired]**.
- They can also be accessed by the **View Buttons**, which are located in the upper-right corner of the Impress screen. Figure 28 shows the various view buttons.

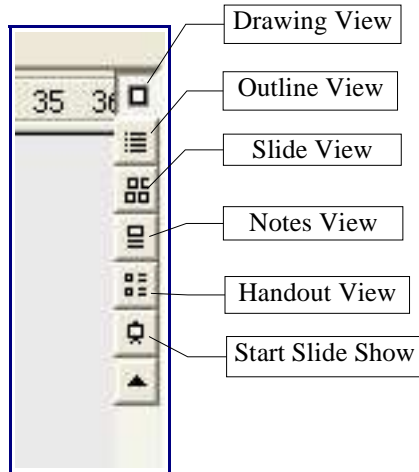


Figure 28: The View buttons

Run slide show

- 1) Select **Slide Show > Slide Show**, to start slide show.
- 2) Use the **arrow keys** on the keyboard to go to the next slide or to go back to the previous one. Other options include clicking the mouse or pressing the **spacebar** on the keyboard to advance to the next slide.
- 3) When the last slide appears, the message **“Click to exit presentation”** appears. Click the mouse or press any key to exit the presentation.

Export slide show as other formats

Unfortunately, not every computer has Openoffice.org software. That is why it is important to have options available to make Impress flexible and viewable on virtually any platform. There are three especially useful features that accomplish this: the export as PDF, Shockwave, and HTML options.

Export as PDF

Portable Document Format files (PDFs) are file formats that are compatible with most platforms and applications. Impress has the ability to save files as PDFs, or .pdf, so that they can be sent to anyone for viewing as long as the user who wishes to view them has Adobe Acrobat Reader. Acrobat Reader is a free program that comes standard on most computers (for more information, go to www.adobe.com).

Caution: Saving in PDF format does not retain animation and slide transitions.

To export the presentation as a PDF:

- 1) Select **File Export**.
- 2) Select the location and name for the file.
- 3) Under **File Format**, Select **PDF-Portable Document Format (.pdf)**.
- 4) Click **Save**.
- 5) The PDF Options window appears. Under **Pages**, select which pages (slides) are to be included in the PDF.
- 6) Under the option **Compression**, select the format that the document will be used as. The compression also affects the files size. **Screen** is the smallest file size and **Press** is the largest.
- 7) Click **Export**.

Export as flash file

A Flash (also called Shockwave) file format (.swf) is based on the program Flash, which is created by Macromedia, to create movie presentations that are viewed using a variety of Flash viewers. This allows the presentation to be viewed on almost any computer that has quicktime (for more information, go to www.macromedia.com)

Caution: Saving in Flash format does not retain animation and slide transitions.

To export as a Shockwave (.swf) file:

- 1) Select **File Export**.
- 2) Select the location and name for the file.
- 3) Under **File Format**, select **Macromedia Flash (.swf)**.
- 4) Click **Save**.

Export as HTML file

HTML or Hyper Text Markup Language is represented by the extension .htm. Saving Impress presentations in this format allows users to upload these files to the Internet so that they can be viewed as Web pages. Another important characteristic of this file format is that it can be viewed by a wide array of applications and computer platforms.

To export as an HTML file:

- 1) **Select File Export** (see Figure 29).
- 2) Select the location and name for the file.
- 3) Under **File Format**, Select **HTML Document(OpenOffice.org Impress)(.htm)**.
- 4) The **HTML Export** window appears. This is a guide that helps set up the HTML document. Follow the guide. If problems occur, use the default settings, which generally work well when saving in this format.
- 5) Click **Create** at the end of the guide.

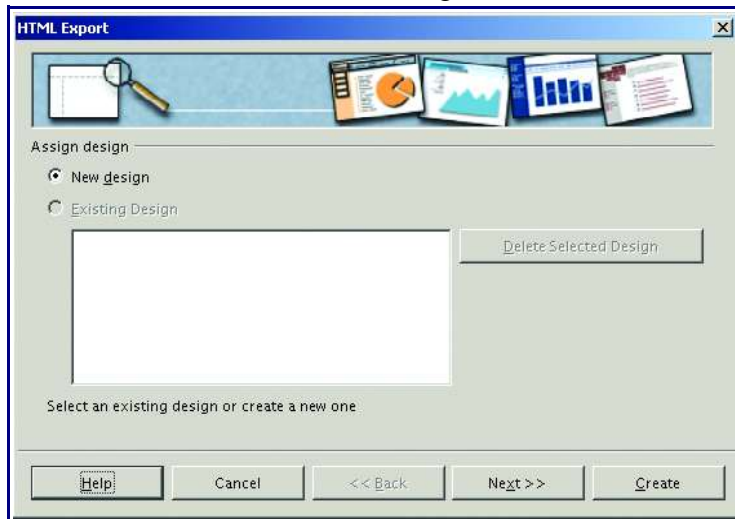


Figure 29: HTML Export window

Import documents from Microsoft Word or Microsoft PowerPoint

Impress allows users to import documents from Microsoft® PowerPoint, which is a widely used presentation creation program. The imported document can be used just as a regular Impress presentation would be used. It is even possible to save presentations as either PowerPoint or Impress files.

Microsoft® Word, another widely used application, is a word processing program that can be easily opened in Impress.

Open a Microsoft file in the same manner as you would if you wanted to open an Impress file.

- 1) Select **File > Open**.
- 2) Choose the file to open.

Sometimes there are inconsistencies that occur when a Microsoft document is translated into Impress. However, these are simple to fix.

Most often, the document is blurred or displays inconsistent fonts. To fix these problems, highlight the type that needs to be corrected and reformat the text to the desired format.

These steps also work for most of the other problems that occur. Select the item that needs to be corrected and then implement the correct settings.

Conclusion

While this quick-start tutorial is designed to get users up to speed in a short amount of time, it is highly recommended that they explore Impress more thoroughly and learn its many functions. Many of the useful tools and functions that weren't covered in this tutorial will also assist in the creation of high-quality presentations. If further help is required, consult the Help menu in Impress, and the OpenOffice.org website at www.OpenOffice.org.

Appendix A: Shortcut keys

Shortcut keys	Effect
Enter key	Activate the focused button in a dialog box.
Esc	Terminate the action or dialog box.
Spacebar	Toggle the focused check box in a dialog box.
Cursor keys	Change the active control field in an option section of a dialog box.
Tab	Advance focus to the next section or element in a dialog box.
Shift + Tab	Move the focus to the previous section or element in a dialog box.
Alt+Down Arrow	Open 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	Delete the selected item(s) into the recycle bin.
Shift+Del	Deletes the selected item(s) without putting them in the recycle bin.
Backspace	Go up one level (go back) when a folder is shown.
Control + Tab	Go to the next document that is open (except when positioned at the start of a header – instead a tab is inserted).
Shift + Control + Tab	Go to the previous document that is open.
Control + O	Open a document.
Control + S	Save the current document.
Control + N	Create a new document.
Shift+Control+N	Open Templates and Documents dialog box.
Control + P	Print a document.
Control + Q	Exit the application.
Control + X	Cut the selected element(s).
Control + C	Copy the selected item(s).
Control + V	Paste from the clipboard.
Control + A	Select all.
Control + Z	Undo the last action.
Control + F	Open the Find & Replace dialog box.
Control + Shift + F	Search for the least entered search term.
Control + Shift + J	Toggle the view between Full screen mode/normal mode.
Control + Shift + R	Re-create the document window.
Control + I	Apply the italic attribute to the selected area. If the cursor is positioned in a word, this word is also marked in italic.
Control + B	Apply the bold attribute to the selected area. If the cursor is positioned in a word, this word is also marked in bold.
Control + U	Apply the underline attribute to the selected area. If the cursor is positioned in a word, this word is also underlined.
Control+Shift+O	Set the cursor on the Load URL field on the Function bar.
Alt + O	Transfer the word that was originally marked as unknown/incorrect (original) to the input row (word).

Appendix B: Function keys

Function keys	Effect
F1	Open the OpenOffice.org Help menu.
Shift + F1	Access Context Help.
Control+F4 or Alt+F4	Close the current document (close OpenOffice.org when the last open document is closed).
F6	Set focus in next subwindow (e.g. document/data source view).
Shift+F6	Set focus in previous subwindow.
Control + F7	Access the Thesaurus.
F8	Edit Points.
Shift+F10	Open the context menu.
Control + F12	Reveal Drawing View.