LibreOffice Calc Windows / Linux shortcuts

CONCEPTS

Shortcuts are for Windows and Linux. On macOS read Ctrl as Command and Alt as Option. Your desktop may grab some; rebind in Tools > Customize > Keyboard.

Press F2 and then arrow keys while typing a formula to insert cell references instead of moving the cursor.

Document one .ods or .xlsx file
- **Sheet** a tab at the bottom
  - **Cell** value or formula, e.g. B7

FILES & EDITING

Ctrl + S Save

Ctrl + Z Undo

Ctrl + Y Redo

Ctrl + C Copy

Ctrl + X Cut

Ctrl + V Paste

Ctrl + Shift + V
Paste Special dialog

Ctrl + Shift + X
Cut but keep target formatting

Ctrl + H Find & Replace

Ctrl + P Print

CELL ENTRY

F2 Edit current cell

Delete
Clear contents without dialog

Backspace
Open Delete Contents dialog

Ctrl + Enter
Line break inside a cell

Alt + Enter
Fill selection with entered formula

Ctrl + Shift + Enter
Enter as array formula

F4
Cycle relative / absolute reference

CELL ENTRY (cont.)

Ctrl + F2 Function Wizard

Ctrl + F3 Define Names dialog

Ctrl + F1 Show cell comment

Ctrl + `
Show formulas instead of values

Ctrl + Plus Insert cells

Ctrl + Minus Delete cells

NAVIGATION

Ctrl + Home First cell A1

Ctrl + End Last cell with data

Home Start of row

End Last column holding data

Ctrl + Arrows
Jump to edge of data block

Ctrl + Page › Up
Previous sheet

Ctrl + Page › Down
Next sheet

Shift + Ctrl + F5
Go to Name Box

F5 Navigator

SELECTION

Shift + Arrows
Extend selection by cell

Ctrl + Shift + Arrows
Extend selection to data edge

Shift + Space Select row

Ctrl + Space Select column

Ctrl + Shift + Space
Select entire sheet

Ctrl + A Select all

Ctrl + *
Select data block (numeric keypad)

Shift + Home
Select to start of row

F8
Toggle add-to-selection mode

Ctrl + click
Add separate cells to selection

FORMATTING

Ctrl + 1 Format Cells dialog

Ctrl + B Bold

Ctrl + I Italic

Ctrl + U Underline

Ctrl + Shift + 1
Number with thousands separator

Ctrl + Shift + 3 Date format

Ctrl + Shift + 4
Currency format

Ctrl + Shift + 5
Percent format

Ctrl + Shift + 6
Standard (General) format

Ctrl + M
Clear direct formatting

F11 Styles deck

Alt + Right / Alt + Left
Widen / narrow column

Alt + Shift + Arrows
Optimal column width or row height

SHEETS & DATA

Alt + click › tab
Rename sheet in place

Ctrl + drag › tab Copy sheet

F12
Group selected rows or columns

Ctrl + F12 Ungroup

F9
Recalculate changed formulas

Ctrl + Shift + F9
Recalculate everything

RECIPES

Absolute-reference a formula

```
# Lock a column of rates
F2  # edit =A2*B1
F4  # B1 becomes $B$1
Enter
```

Fill a range with one formula

```
# Select B2:B20, then type
=A2*1.19
Alt+Enter  # fills the range
```