LibreOffice Calc Windows / Linux shortcuts

START HERE

F2
Edit cell

Ctrl + **1**
Format Cells

F4
Cycle A1 references

Ctrl + **F2**
Function Wizard

Ctrl + **Arrows**
Jump to data edge

Ctrl + **Page** › **Down**
Next sheet

Ctrl + **Shift** + **Space**
Select whole sheet

F5
Navigator

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

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.

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
Moves values without carrying the source cell format.

Ctrl + **H** Find & Replace

Ctrl + **P** Print

F7 Spell-check the sheet

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
While editing a formula, steps through A1, A1, A$1, $A1.

CELL ENTRY (cont.)

Ctrl + **F2** Function Wizard

Ctrl + **F3**
Define Names dialog

Ctrl + **F1** Show cell comment

Ctrl + **`**
Show formulas instead of values
The key is the backtick next to 1 on US layouts.

Ctrl + **Plus** Insert cells

Ctrl + **Minus** Delete cells

Shift + **Enter**
Move opposite to Enter direction

Shift + **F5** Trace dependents

Shift + **F9** Trace precedents

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

Alt + **Page** › **Up** / **Alt** + **Page** › **Down**
Scroll one screen left / right

Ctrl + **Page** › **Up**
Previous sheet

Ctrl + **Page** › **Down**
Next sheet

Shift + **Ctrl** + **F2**
Go to Input line

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

SELECTION (cont.)

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

Shift + **End**
Select to last used column

Shift + **Page** › **Up** / **Shift** + **Page** › **Down**
Extend selection by a screen

F8
Toggle add-to-selection mode

Ctrl + **click**
Add separate cells to selection

Ctrl + **/**
Select array formula range (numeric keypad)

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** + **2**
Exponential format

Ctrl + **Shift** + **6**
Standard (General) format

Ctrl + **M**
Clear direct formatting

F11 Styles deck

Alt + **Right** / **Alt** + **Left**
Widen / narrow column

FORMATTING (cont.)

Alt + **Shift** + **Arrows**
Optimal column width or row height

SHEETS & DATA

Shift + **Ctrl** + **Page** › **Down**
Add next sheet to selection

Shift + **Ctrl** + **Page** › **Up**
Add previous sheet to selection

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

Ctrl + **F8**
Highlight value cells

Ctrl + **F9**
Refresh selected chart

Shift + **Ctrl** + **F4**
Database Explorer

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
```

Format a column as money

```
Ctrl+Space  # select the column
Ctrl+Shift+4  # currency
Alt+Shift+Right  # optimal
width
```

Audit a messy sheet

```
Ctrl+`  # show all formulas
Shift+F9  # trace precedents
F9  # recalc after fixes
```