LibreOffice Writer Windows / Linux shortcuts

START HERE

F11 Styles deck

Ctrl + **0** Body Text style

F5 Navigator

Ctrl + **Enter** Page break

Ctrl + **H** Find & Replace

Ctrl + **M** Clear direct formatting

Ctrl + **1-5** Heading 1-5

Ctrl + **Shift** + **F10** Dock/undock panels

Page style size, margins, header, footer
Paragraph style Heading 1, Body Text...
Character style Emphasis, Strong...

CONCEPTS

Format with styles (F11), not by hand: change a style once and every paragraph using it follows.

Shortcuts are for Windows and Linux. On macOS read Ctrl as Command and Alt as Option; some differ (redo is Command+Shift+Z). Your desktop may grab a few; rebind in Tools > Customize > Keyboard.

FILES & DIALOGS

Ctrl + **S** Save

Ctrl + **O** Open document

Ctrl + **N** New document

Ctrl + **P** Print

EDITING

Ctrl + **X** Cut

Ctrl + **C** Copy

Ctrl + **V** Paste

Ctrl + **Z** Undo

Ctrl + **Y** / **Ctrl** + **Shift** + **Z**
Redo

Ctrl + **A** Select all

Ctrl + **Alt** + **Shift** + **V**
Paste as unformatted text

Ctrl + **Shift** + **V**
Paste Special dialog

Ctrl + **Del**
Delete to end of word

Ctrl + **Backspace**
Delete to start of word

Alt + **X**
Hex code to Unicode character
Type the code point, e.g. 20AC, then Alt+X; again to turn back. Alt+C where Alt+X clashes with a menu.

FORMATTING

Ctrl + **B** Bold

FORMATTING (cont.)

Ctrl + **I** Italic

Ctrl + **U** Underline

Ctrl + **M**
Clear direct formatting

Ctrl + **L** Align left

Ctrl + **E** Center

Ctrl + **R** Align right

Ctrl + **J** Justify

Ctrl + **Shift** + **P** Superscript

Ctrl + **Shift** + **B** Subscript

Ctrl + **Shift** + **Space**
Non-breaking space

Ctrl + **-** Soft hyphen

Ctrl + **Shift** + **-**
Non-breaking hyphen

STYLES & HEADINGS

F11 Styles deck on/off

Ctrl + **F11**
Focus Apply Style box
Type a style name and press Enter.

Ctrl + **0** Body Text style

Ctrl + **1-5**
Heading 1 to Heading 5

Shift + **F11**
Create style from selection

LISTS & OUTLINE

F12 Numbered list on/off

Shift + **F12** Bullet list on/off

Tab / **Shift** + **Tab**
Demote/promote list or outline level

Alt + **Enter**
New paragraph without bullet or number

Ctrl + **Alt** + **Up** / **Ctrl** + **Alt** + **Down**
Move paragraph up/down
Also moves a whole heading section in outline view.

BREAKS & LAYOUT

Shift + **Enter**
Line break, same paragraph

Ctrl + **Enter**
Manual page break

Ctrl + **F10**
Show nonprinting characters

NAVIGATION & SELECTION

F5 Navigator on/off

Ctrl + **Home**
Start of document

Ctrl + **End** End of document

Home Start of line

End End of line

Ctrl + **Left** / **Ctrl** + **Right**
Move by word

Alt + **PageUp** / **Alt** + **PageDown**
Start of previous/next page

Shift + **Home** / **Shift** + **End**
Select to line start/end

Ctrl + **Shift** + **Left** / **Ctrl** + **Shift** + **Right**
Select by word

Shift + **F8**
Additional selection mode

Ctrl + **Shift** + **F8**
Block selection mode

FIND & SPELLING

Ctrl + **H**
Find & Replace dialog

Ctrl + **F** Find toolbar

Ctrl + **Shift** + **F**
Find last search term again

F7 Spelling

TABLES

Ctrl + **F12** Insert or edit table

TABLES (cont.)

Alt + **Arrows**
Resize column/row at right/bottom edge

F2 Formula bar

REVIEW & INSERT

Ctrl + **K** Insert hyperlink

Ctrl + **Shift** + **C**
Record track changes on/off

Ctrl + **Alt** + **C**
Insert comment

Ctrl + **Alt** + **F** Insert footnote

Ctrl + **F2** Insert fields dialog

FIELDS & OBJECTS

F9 Update fields

F3 Complete AutoText

RECIPES

Tidy pasted text

```
# Paste plain, then reset the look
Ctrl+Alt+Shift+V
Ctrl+A
Ctrl+M
Ctrl+0
```

Outline a document

```
# Write headings first, then fill in
Ctrl+1  # title line
Enter, Ctrl+2  # subsection
F5  # Navigator to jump around
Ctrl+Alt+Up  # reorder sections
```

Replace with a pattern

```
Ctrl+H
# tick Regular expressions
Find: ^$   # empty paragraphs
Replace: (leave empty) > Replace All
```

Restyle a whole document

```
F11  # open Styles deck
# right-click Heading 1 > Modify
Ctrl+Shift+F11  # update from selection
```