# 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
```