LibreOffice Writer Windows / Linux shortcuts

START HERE

- **F11** Styles deck
- **Ctrl** + **M** Clear direct formatting
- **F5** Navigator
- **Ctrl** + **Shift** + **F10** Dock/undock panels
- **Ctrl** + **H** Find & Replace
- **Ctrl** + **1-5** Heading 1-5
- **Ctrl** + **0** Body Text style
- **Ctrl** + **Enter** Page break

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

EDITING (cont.)

- **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
- **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

FORMATTING (cont.)

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

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

NAVIGATION & SELECTION (cont.)

- **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
- **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

REVIEW & INSERT (cont.)

- **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
```