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
```