# LibreOffice Writer Windows / Linux shortcuts

## 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.

**Page style** size, margins, header, footer

- **Paragraph style** Heading 1, Body Text...
  - **Character style** Emphasis, Strong...

## FILES & DIALOGS

Ctrl + S Save

Ctrl + O Open document

Ctrl + N New document

Ctrl + P Print

## EDITING

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

## FORMATTING

Ctrl + B Bold

Ctrl + I Italic

## FORMATTING (cont.)

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

## STYLES & HEADINGS

F11 Styles deck on/off

Ctrl + F11
Focus Apply Style box

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

## 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

## FIND & SPELLING

Ctrl + H Find & Replace dialog

Ctrl + F Find toolbar

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

Ctrl + F2 Insert fields dialog

## FIELDS & OBJECTS

F9 Update fields