Shortcut keys for Apache OpenOffice

OpenOffice has a general set of keyboard shortcuts, available in all components, and a software component-specific set (Writer, Calc, Impress, Draw, and Base). This guide includes most of the common general shortcuts. Good luck.

Function key shortcuts

Shortcut Keys	Action
F1	Starts the OpenOffice Help. In the OpenOffice Help: jumps to main help page.
Shift+F1	Activates What's This? (extended tip) help for themouse pointer, which turns into a question mark.Move the pointer over an item (command, icon or control) to view the extended tip.
Shift+F2	Displays an extended tip for the item (command, icon or control) currently selected by using the keyboard.
Ctrl+F4 or Alt+F4	Closes the current document. Closes OpenOffice when the last open document is closed.
F5	Opens the Navigator window.
F6	Sets focus in next subwindow.
Shift+F6	Sets focus in previous subwindow.
F10	Activates the first menu (File menu).
Shift+F10	Opens the context (pop-up) menu.
F11	Opens the Styles and Formatting window.
Shortcut	Action

General shortcut keys for OpenOffice

Shortcut	Action
Enter	Activates the focused button in a dialog.
Esc T	Terminates the action or dialog. If in OpenOffice Help: goes up one level.
Spacebar	Toggles the focused checkbox in a dialog.
Arrow keys	Changes the active control field in an option section of a dialog
Tab	Advances focus to the next section or element in a dialog.
Shift+Tab	Moves the focus to the previous section or element in a

Alt+Down Arrow	Opens the list of the control field currently selected in a dialog. This shortcut applies to combo boxes and to icon buttons with pop-up menus. Close an opened list by pressing the Esc key.
Del	Deletes the selected items into the recycle bin.
Shift+Del	Deletes the selected items without putting them in the recycle bin.
Backspace	When a folder is shown: goes up one level (goes back).
Ctrl+M	Removes direct formatting from selected text or objects (as in Format > Default Formatting).
Ctrl+Alt+Shift+V	Pastes unformatted text from the clipboard. The text takes on the format that exists at the insertion point.
Enter (if an OLE object is selected)	Activates the selected OLE object.
Enter (if a drawing object or text object is selected)	Activates text input mode.
Ctrl+O	Opens a document.
Ctrl+S	Saves the current document.
Ctrl+N	Creates a new document.
Shift+Ctrl+N	Opens the Templates and Documents dialog.
Ctrl+P	Prints the document.
Ctrl+Q	Exits the application.
Ctrl+X	Cuts the selected items.
Ctrl+C	Copies the selected items.
Ctrl+V	Pastes from the clipboard.
Ctrl+Shift+V	Opens the Paste Special dialog.
Ctrl+A	Selects all.
Ctrl+Z	Undoes last action.
Ctrl+Y	Redoes last action.
Ctrl+Shift+Y	Repeats last command.
Ctrl+F	Calls the Find & Replace dialog.
Ctrl+Shift+F	Searches for the last entered search term.
Ctrl+Shift+J	Toggles the view between fullscreen mode and normal mode in Writer or Calc.
Ctrl+Shift+R	Refreshes (redraws) the document view.
Ctrl+Shift+I	Enables or disables the selection cursor in read-only text
Ctrl+I	Applies the Italic attribute to the selected area or the word in which the cursor is positioned.
Ctrl+B	Applies the Bold attribute.
Ctrl+U	Applies the Underlined attribute.