



Open Office Writer Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Select all	Ctrl + A	Most used Open Office Writer Shortcuts
2	Justify	Ctrl + J	Most used Open Office Writer Shortcuts
3	Double Underline	Ctrl + D	Most used Open Office Writer Shortcuts
4	Centred	Ctrl + E	Most used Open Office Writer Shortcuts
5	Find and Replace	Ctrl + F	Most used Open Office Writer Shortcuts
6	Align Left	Ctrl + L	Most used Open Office Writer Shortcuts
7	Align Right	Ctrl + R	Most used Open Office Writer Shortcuts
8	Superscript	Ctrl + Shift + P	Most used Open Office Writer Shortcuts
9	Subscript	Ctrl + Shift + B	Most used Open Office Writer Shortcuts
10	Redo last action	Ctrl + Y	Most used Open Office Writer Shortcuts
11	Apply Default paragraph style	Ctrl + 0	Most used Open Office Writer Shortcuts
12	Apply Heading 1 paragraph style	Ctrl + 1	Most used Open Office Writer Shortcuts
13	Apply Heading 2 paragraph style	Ctrl + 2	Most used Open Office Writer Shortcuts
14	Apply Heading 3 paragraph style	Ctrl + 3	Most used Open Office Writer Shortcuts
15	1.5 Line Spacing	Ctrl + 5	Most used Open Office Writer Shortcuts
16	Calculates the selected text	Ctrl + [Most used Open Office Writer Shortcuts
17	Custom hyphens	Ctrl + -	Most used Open Office Writer Shortcuts
18	Non-breaking dash	Ctrl + Shift + -	Most used Open Office Writer Shortcuts
19	Run macro field	Ctrl + *	Most used Open Office Writer Shortcuts
20	Non-breaking spaces	Ctrl + Spacebar	Most used Open Office Writer Shortcuts
21	Line break without paragraph change	Shift + Enter	Most used Open Office Writer Shortcuts
22	Manual page break	Ctrl + Enter	Most used Open Office Writer Shortcuts
23	Inserting a new paragraph	Alt + Enter	Most used Open Office Writer Shortcuts
24	Column break in multi-columnar texts	Ctrl + Shift + Enter	Most used Open Office Writer Shortcuts
25	Move cursor to left	Left Arrow key	Most used Open Office Writer Shortcuts
26	Move cursor to right	Right Arrow key	Most used Open Office Writer Shortcuts
27	Move up one line	Up Arrow key	Most used Open Office Writer Shortcuts
28	Move cursor down one line	Down Arrow key	Most used Open Office Writer Shortcuts
29	Move cursor with selection to the left	Shift + Left Arrow key	Most used Open Office Writer Shortcuts
30	Move cursor with selection to the right	Shift + Right Arrow key	Most used Open Office Writer Shortcuts
31	Selecting lines in an upwards direction	Shift + Up Arrow key	Most used Open Office Writer Shortcuts
32	Selecting lines in a downward direction	Shift + Down Arrow key	Most used Open Office Writer Shortcuts
33	Go to beginning of word	Ctrl + Left Arrow key	Most used Open Office Writer Shortcuts
34	Go to end of word	Ctrl + Right Arrow key	Most used Open Office Writer Shortcuts
35	Selecting to the left word by word	Ctrl + Shift + Left Arrow key	Most used Open Office Writer Shortcuts
36	Selecting to the right word by word	Ctrl + Shift + Right Arrow key	Most used Open Office Writer Shortcuts
37	Go to beginning of line	Home	Most used Open Office Writer Shortcuts
38	Go to end of line	End	Most used Open Office Writer Shortcuts
39	Go and select to the beginning of a line	Shift + Home	Most used Open Office Writer Shortcuts
40	Go and select to end of line	Shift + End	Most used Open Office Writer Shortcuts
41	Go to start of document	Ctrl + Home	Most used Open Office Writer Shortcuts
42	Go to end of document	Ctrl + End	Most used Open Office Writer Shortcuts
43	Go and select text to start of document	Ctrl + Shift + Home	Most used Open Office Writer Shortcuts
44	Go and select text to end of document	Ctrl + Shift + End	Most used Open Office Writer Shortcuts
45	Switch cursor between text and header	Ctrl + Page Up key	Most used Open Office Writer Shortcuts
46	Switch cursor between text and footer	Ctrl + Page Down key	Most used Open Office Writer Shortcuts
47	Screen page up	Page Up key	Most used Open Office Writer Shortcuts
48	Move down screen page	Page Down key	Most used Open Office Writer Shortcuts
49	Move up screen page with selection	Shift + Page Up key	Most used Open Office Writer Shortcuts
50	Move down screen page with selection	Shift + Page Down key	Most used Open Office Writer Shortcuts
51	Delete text to end of word	Ctrl + Delete	Most used Open Office Writer Shortcuts
52	Delete text to beginning of word	Ctrl + Backspace	Most used Open Office Writer Shortcuts
53	Delete text to end of sentence	Ctrl + Shift + Delete	Most used Open Office Writer Shortcuts
54	Delete text to beginning of sentence	Ctrl + Shift + Backspace	Most used Open Office Writer Shortcuts
55	Next suggestion with Automatic Word Completion	Ctrl + Tab	Most used Open Office Writer Shortcuts
56	Use previous suggestion with Automatic Word Completion	Ctrl + Shift + Tab	Most used Open Office Writer Shortcuts
57	Spell checker	Alt + W	Most used Open Office Writer Shortcuts
58	Insert mode on or off	Insert	Most used Open Office Writer Shortcuts
59	Selects the whole table	Ctrl + A	Working with Tables Shortcuts
60	Moves the cursor to the beginning of the table	Ctrl + Home	Working with Tables Shortcuts
61	Moves the cursor to the end of the table	Ctrl + End	Working with Tables Shortcuts
62	Jumps to start of table	Ctrl + Shift + Up Arrow key	Working with Tables Shortcuts
63	Jumps to end of table	Ctrl + Shift + Down Arrow key	Working with Tables Shortcuts