



*Calc Guide*

# ***Appendix A***

## ***Keyboard Shortcuts***

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# Introduction

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You can use Calc without a pointing device such as a mouse or trackball, by using its built-in keyboard shortcuts.

OOo has a general set of keyboard shortcuts, available in all components, and a component-specific set directly related to the work of that component.

For help with OOo's keyboard shortcuts or using OOo with a keyboard only, search the OOo online help using the "shortcut" or "accessibility" keywords.

In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own. See Chapter 14 (Setting Up and Customizing Calc) for instructions.

Formatting and editing shortcuts are described in Chapter 2 (Entering, Editing, and Formatting Data).

## Navigation and selection shortcuts

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*Table 1: Spreadsheet navigation shortcuts*

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Home</i>	Moves the cursor to the first cell in the sheet (A1).
<i>Ctrl+End</i>	Moves the cursor to the last cell on the sheet that contains data.
<i>Home</i>	Moves the cursor to the first cell of the current row.
<i>End</i>	Moves the cursor to the last cell of the current row in a column containing data.
<i>Ctrl+Left Arrow</i>	Moves the cursor to the left edge of the current data range. If the column to the left of the cell that contains the cursor is empty, the cursor moves to the next column to the left that contains data.
<i>Ctrl+Right Arrow</i>	Moves the cursor to the right edge of the current data range. If the column to the right of the cell that contains the cursor is empty, the cursor moves to the next column to the right that contains data.
<i>Ctrl+Up Arrow</i>	Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty, the cursor moves up to the next row that contains data.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Down Arrow</i>	Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty, the cursor moves down to the next row that contains data.
<i>Ctrl+Shift+Arrow</i>	Selects all cells containing data from the current cell to the end of the continuous range of data cells, in the direction of the arrow pressed. If used to select rows and columns together, a rectangular cell range is selected.
<i>Ctrl+Page Up</i>	Moves one sheet to the left. In the page preview it moves to the previous print page.
<i>Ctrl+Page Down</i>	Moves one sheet to the right. In the page preview it moves to the next print page.
<i>Page Up</i>	Moves the viewable rows up one screen.
<i>Page Down</i>	Moves the viewable rows down one screen.
<i>Alt+Page Up</i>	Moves the viewable columns one screen to the left.
<i>Alt+Page Down</i>	Moves the viewable columns one screen to the right.
<i>Shift+Ctrl+Page Up</i>	Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this combination only selects the previous sheet. Makes the previous sheet the current sheet.
<i>Shift+Ctrl+Page Down</i>	Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this combination only selects the next sheet. Makes the next sheet the current sheet.
<i>Ctrl+*</i>	Selects the data range that contains the cursor. A range is a contiguous cell range that contains data and is bounded by empty row and columns. The “*” key is the multiplication sign on the numeric key pad.
<i>Ctrl+/<i></i></i>	Selects the matrix formula range that contains the cursor. The “/” key is the division sign on the numeric key pad.
<i>Enter</i> — in a selected range	By default, moves the cursor down one cell in a selected range. To specify the direction that the cursor moves, choose <b>Tools &gt; Options &gt; OpenOffice.org Calc &gt; General</b> .

## Function and arrow key shortcuts

Table 2: Function key shortcuts

Shortcut Keys	Effect
<i>F1</i>	Displays the OOO help browser. When the help browser is already open <i>F1</i> jumps to the main help page.
<i>Shift+F1</i>	Displays context help.
<i>Ctrl+F1</i>	Displays the note that is attached to the current cell.
<i>F2</i>	Switches to Edit mode and places the cursor at the end of the contents of the current cell. If the cursor is in an input box in a dialog that has a minimize button, the dialog is hidden and the input box remains visible. Press <i>F2</i> again to show the whole dialog.
<i>Ctrl+F2</i>	Opens the Function Wizard.
<i>Shift+Ctrl+F2</i>	Moves the cursor to the input line where you can enter a formula for the current cell.
<i>Ctrl+F3</i>	Opens the <i>Define Names</i> dialog.
<i>F4</i>	Shows or hides the <i>Database Sources</i> menu.
<i>Shift+F4</i>	Rearranges the relative or absolute references (for example, A1, \$A\$1, \$A1, A\$1) in the input field.
<i>F5</i>	Shows or hides the <i>Navigator</i> .
<i>Shift+F5</i>	Traces dependents.
<i>Shift+Ctrl+F5</i>	Moves the cursor to the Name box.
<i>F7</i>	Checks spelling in the current sheet.
<i>Ctrl+F7</i>	Opens the <i>Thesaurus</i> if the current cell contains text.
<i>Shift+F7</i>	Traces precedents.
<i>F8</i>	Turns additional selection mode on or off. In this mode, you can use the arrow keys to extend the selection. You can also click in another cell to extend the selection.
<i>Ctrl+F8</i>	Highlights cells containing numeric values (not text).
<i>F9</i>	Recalculates all of the formulas in the sheet.
<i>Ctrl+F9</i>	Updates the selected chart.
<i>F11</i>	Opens the Styles and Formatting window where you can apply a formatting style to the contents of the cell or to the current sheet.
<i>Shift+F11</i>	Creates a document template.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Shift+Ctrl+F11</i>	Updates the templates.
<i>F12</i>	Groups the selected data range.
<i>Ctrl+F12</i>	Ungroups the selected data range.

Table 3. Arrow key shortcuts

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Alt+Down Arrow</i>	Increases the height of current row.
<i>Alt+Up Arrow</i>	Decreases the height of current row.
<i>Alt+Right Arrow</i>	Increases the width of the current column.
<i>Alt+Left Arrow</i>	Decreases the width of the current column.
<i>Alt+Shift+Arrow Key</i>	Optimizes the column width or row height based on the current cell.

## Cell formatting shortcuts

*Ctrl+1* open the Format Cells dialog.

### Note

The shortcuts listed in Table 4 do not work under any Linux desktop tested. If you would like to have the functionality described in this table, you must create custom key sequences as explained in the *Assigning shortcut keys* topic at the beginning of this appendix.

### Note

The shortcut keys shown in Table 4 **do not** use the number keys on the number pad. They use the number keys above the letter keys on the main keyboard.

Table 4: Formatting shortcut keys

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Shift+1</i>	Two decimal places, thousands separator
<i>Ctrl+Shift+2</i>	Standard exponential format
<i>Ctrl+Shift+3</i>	Standard date format
<i>Ctrl+Shift+4</i>	Standard currency format
<i>Ctrl+Shift+5</i>	Standard percentage format (two decimal places)
<i>Ctrl+Shift+6</i>	Standard format

## DataPilot shortcut keys

Table 5: DataPilot shortcut keys

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Tab</i>	Changes the focus by moving forward through the areas and buttons of the dialog.
<i>Shift+Tab</i>	Changes the focus by moving backward through the areas and buttons of the dialog.
<i>Up arrow</i>	Moves the focus up one item in the current dialog area.
<i>Down arrow</i>	Moves the focus down one item in the current dialog area.
<i>Left arrow</i>	Moves the focus one item to the left in the current dialog area.
<i>Right arrow</i>	Moves the focus one item to the right in the current dialog area.
<i>Home</i>	Selects the first field in the current layout area.
<i>End</i>	Selects the last field in the current layout area.
<i>Alt+R</i>	Copies or moves the current field into the “Row” area.
<i>Alt+C</i>	Copies or moves the current field into the “Column” area.
<i>Alt+D</i>	Copies or moves the current field into the “Data” area.
<i>Ctrl+Up Arrow</i>	Moves the current field up one place.
<i>Ctrl+Down Arrow</i>	Moves the current field down one place.
<i>Ctrl+Left Arrow</i>	Moves the current field one place to the left.
<i>Ctrl+Right Arrow</i>	Moves the current field one place to the right.
<i>Ctrl+Home</i>	Moves the current field to the first place.
<i>Ctrl+End</i>	Move the current field to the last place.
<i>Alt+O</i>	Displays the options for the current field.
<i>Delete</i>	Removes the current field from the area.