



100% Result

Akshat Institute

Of Management & Technology

Courses: - CCC | O' Level | Web Design | Graphic Design | Tally + GST

Website: www.akshatinstitute.com || Mob. No. 7007063243



100% Result

LibreOffice Writer Important Shortcut key

Sr. No.	Shortcut Key	Use/ Effect
1	Ctrl + A	Select All
2	Ctrl + B	Bold
3	Ctrl + C	Copy
4	Ctrl + D	Double Underline
5	Ctrl + E	Center Alignment
6	Ctrl + F	Find
7	Ctrl + G	Go to
8	Ctrl + H	Find & Replace
9	Ctrl + I	Italic
10	Ctrl + J	Justify Alignment
11	Ctrl + K	Hyperlink
12	Ctrl + L	Left Alignment
13	Ctrl + M	Clear Direct formatting
14	Ctrl + N	New
15	Ctrl + O	Open
16	Ctrl + P	Print
17	Ctrl + Q	Exit Libre Office
18	Ctrl + R	Right Alignment
19	Ctrl + S	Save
20	Ctrl + U	Underline
21	Ctrl + V	Paste
22	Ctrl + W	Close Window
23	Ctrl + X	Cut
24	Ctrl + Y	Redo
25	Ctrl + Z	Undo
26	Alt + Shift + F8	Select block area
27	Alt+Arrow Keys	Move object.



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Sr. No.	Shortcut Key	Use/ Effect
28	Alt+Ctrl+Arrow Keys	Resizes by moving lower right corner
29	Alt+Ctrl+Shift+Arrow Keys	Resizes by moving top left corner.
30	Ctrl + [	Decrease Size
31	Ctrl +]	Increase Size
32	Ctrl + 0	Text Body
33	Ctrl + 1	Heading 1
34	Ctrl + 2	Heading 2
35	Ctrl + 3	Heading 3
36	Ctrl + Alt + C	Comment
37	Ctrl + Alt + Shift + V	Paste Unformatted Text
38	Ctrl + Enter	Page Break
39	Ctrl + F10	Formatting Mark
40	Ctrl + F12	Insert Table
41	Ctrl + F2	More Fields
42	Ctrl + F5	Side Bar
43	Ctrl + F7	Thesaurus
44	Ctrl + Shift + B	Sub Script
45	Ctrl + Shift + C	Record
46	Ctrl + Shift + Enter	Column Break
47	Ctrl + Shift + F12	No List
48	Ctrl + Shift + F4	Data Source
49	Ctrl + Shift + J	Full Screen
50	Ctrl + Shift + M	Edit Mode
51	Ctrl + Shift + N	Manage Template
52	Ctrl + Shift + O	Print Preview
53	Ctrl + Shift + P	Super Script
54	Ctrl + Shift + R	Ruler



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Sr. No.	Shortcut Key	Use/ Effect
55	Ctrl + Shift + S	Save As
56	Ctrl + Shift + V	Paste Special
57	Ctrl + Shift + Y	Repeat
58	Ctrl+End	Go to end of document
59	Ctrl+F3	Auto Text
60	Ctrl+Home	Go to start of document
61	End key	end of the line
62	Enter key	New Paragraph
63	F1	Help
64	F11	Styles
65	F12	Number List (Ordered List)
66	F2	Formula
67	F5	Navigator
68	Home	Begin of the line
69	Page Down	Next Page
70	Page Up	Previous Page
71	Shift + End	Select to end of Line
72	Shift + Enter	Insert Manual Row Break
73	Shift + F11	Create New Style
74	Shift + F4	Next Frame
75	Shift + Home	Select to Begin of Line
76	Shift+F12	Bullet List (Unordered List)
77	Shift+F3	Cycle Case

THE END