

# CCC LibreOffice Shortcut Keys

## Complete Reference Guide

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**Note:** This PDF contains all essential LibreOffice keyboard shortcuts for Writer, Calc, and Impress applications. Use this reference to master keyboard shortcuts for the CCC exam.

### Summary by Application

Calc: 112 shortcuts

## CALC - 112 SHORTCUTS

SHORTCUT KEY	DESCRIPTION	CATEGORY
<b>Ctrl + ' </b>	Copy formula from cell above	Data Entry
<b>Ctrl + Shift + ' </b>	Copy value from cell above	Data Entry
<b>Alt + Down</b>	Open Selection List/Filter	Data Tools
<b>Alt + Enter</b>	Insert a line break inside a cell	Cell Editing
<b>Alt + Page Down</b>	Move right one screen	Navigation
<b>Alt + Page Up</b>	Move left one screen	Navigation
<b>Alt + Shift + Arrow</b>	Optimize column width/row height	Management
<b>Backspace</b>	Clear contents immediately	Cell Editing
<b>Ctrl + `</b>	Toggle formula view (Show formulas)	Formulas
<b>Ctrl + -</b>	Delete selected cell/row/column	Management

SHORTCUT KEY	DESCRIPTION	CATEGORY
<b>Ctrl + ;</b>	Insert the current date	<i>Data Entry</i>
<b>Ctrl + [</b>	Decrease Font Size	<i>Formatting</i>
<b>Ctrl + ]</b>	Increase Font Size	<i>Formatting</i>
<b>Ctrl + *</b>	Select the current data range	<i>Selection</i>
<b>Ctrl + /</b>	Select the current array/matrix	<i>Selection</i>
<b>Ctrl + +</b>	Insert a new cell/row/column	<i>Management</i>
<b>Ctrl + 0</b>	Hide selected columns	<i>Management</i>
<b>Ctrl + 1</b>	Open the Format Cells dialog	<i>Formatting</i>
<b>Ctrl + 9</b>	Hide selected rows	<i>Management</i>
<b>Ctrl + A</b>	Select the entire worksheet	<i>Selection</i>
<b>Ctrl + Alt + C</b>	Insert/Edit a cell comment	<i>Review</i>
<b>Ctrl + Alt + Shift + V</b>	Paste unformatted text	<i>Editing</i>
<b>Ctrl + B</b>	Apply Bold formatting	<i>Formatting</i>
<b>Ctrl + C</b>	Copy selected cells to clipboard	<i>Editing</i>
<b>Ctrl + D</b>	Apply Double Underline	<i>Formatting</i>
<b>Ctrl + E</b>	Align text to the center	<i>Formatting</i>
<b>Ctrl + End</b>	Move to last data cell	<i>Navigation</i>
<b>Ctrl + F</b>	Open Find toolbar	<i>Search</i>
<b>Ctrl + F10</b>	Show/Hide non-printing characters	<i>View</i>
<b>Ctrl + F12</b>	Ungroup selected rows/columns	<i>Management</i>
<b>Ctrl + F2</b>	Open Function Wizard	<i>Formulas</i>
<b>Ctrl + F3</b>	Manage Named Ranges	<i>Formulas</i>
<b>Ctrl + F5</b>	Show/Hide Sidebar	<i>View</i>
<b>Ctrl + F7</b>	Open Thesaurus	<i>Review</i>

SHORTCUT KEY	DESCRIPTION	CATEGORY
<b>Ctrl + F8</b>	Toggle Value Highlighting	<i>Formulas</i>
<b>Ctrl + G</b>	Open Go To Cell dialog	<i>Navigation</i>
<b>Ctrl + H</b>	Open Find and Replace	<i>Search</i>
<b>Ctrl + Home</b>	Move to cell A1	<i>Navigation</i>
<b>Ctrl + I</b>	Apply Italic formatting	<i>Formatting</i>
<b>Ctrl + J</b>	Justify text alignment	<i>Formatting</i>
<b>Ctrl + L</b>	Align text to the left	<i>Formatting</i>
<b>Ctrl + M</b>	Clear all direct formatting	<i>Formatting</i>
<b>Ctrl + N</b>	Create a new spreadsheet	<i>File Management</i>
<b>Ctrl + O</b>	Open an existing spreadsheet	<i>File Management</i>
<b>Ctrl + Page Down</b>	Switch to the next sheet	<i>Navigation</i>
<b>Ctrl + Page Up</b>	Switch to the previous sheet	<i>Navigation</i>
<b>Ctrl + R</b>	Align text to the right	<i>Formatting</i>
<b>Ctrl + S</b>	Save the current document	<i>File Management</i>
<b>Ctrl + Scroll</b>	Zoom in/out with mouse	<i>View</i>
<b>Ctrl + Shift + ;</b>	Insert the current time	<i>Data Entry</i>
<b>Ctrl + Shift + 0</b>	Unhide selected columns	<i>Management</i>
<b>Ctrl + Shift + 1</b>	Format as Number (2 decimal places)	<i>Formatting</i>
<b>Ctrl + Shift + 2</b>	Format as Scientific notation	<i>Formatting</i>
<b>Ctrl + Shift + 3</b>	Format as Date	<i>Formatting</i>
<b>Ctrl + Shift + 4</b>	Format as Currency	<i>Formatting</i>
<b>Ctrl + Shift + 5</b>	Format as Percentage	<i>Formatting</i>
<b>Ctrl + Shift + 6</b>	Format as Standard/General	<i>Formatting</i>
<b>Ctrl + Shift + 7</b>	Apply Border around selection	<i>Formatting</i>
<b>Ctrl + Shift + 9</b>	Unhide selected rows	<i>Management</i>

SHORTCUT KEY	DESCRIPTION	CATEGORY
<b>Ctrl + Shift + Arrow</b>	Extend selection to edge of data	<i>Selection</i>
<b>Ctrl + Shift + B</b>	Apply Subscript	<i>Formatting</i>
<b>Ctrl + Shift + End</b>	Extend selection to last used cell	<i>Selection</i>
<b>Ctrl + Shift + F3</b>	Create names from labels	<i>Formulas</i>
<b>Ctrl + Shift + F5</b>	Focus cursor on the Name Box	<i>Formulas</i>
<b>Ctrl + Shift + F9</b>	Forced hard recalculation	<i>Formulas</i>
<b>Ctrl + Shift + Home</b>	Extend selection to cell A1	<i>Selection</i>
<b>Ctrl + Shift + J</b>	Toggle Full Screen mode	<i>View</i>
<b>Ctrl + Shift + L</b>	Toggle AutoFilter	<i>Management</i>
<b>Ctrl + Shift + M</b>	Toggle Edit Mode	<i>Review</i>
<b>Ctrl + Shift + P</b>	Apply Superscript	<i>Formatting</i>
<b>Ctrl + Shift + R</b>	Redraw the screen	<i>View</i>
<b>Ctrl + Shift + S</b>	Save As (save with a new name)	<i>File Management</i>
<b>Ctrl + Shift + T</b>	Show/Hide cell comment	<i>Review</i>
<b>Ctrl + Shift + V</b>	Open Paste Special dialog	<i>Editing</i>
<b>Ctrl + Space</b>	Select the current column	<i>Selection</i>
<b>Ctrl + U</b>	Apply Underline formatting	<i>Formatting</i>
<b>Ctrl + V</b>	Paste clipboard contents	<i>Editing</i>
<b>Ctrl + X</b>	Cut selected cells to clipboard	<i>Editing</i>
<b>Ctrl + Y</b>	Redo the last undone action	<i>Editing</i>
<b>Delete</b>	Clear contents (opens dialog)	<i>Cell Editing</i>
<b>End</b>	Move to the last data cell in row	<i>Navigation</i>
<b>Enter</b>	Confirm entry and move down	<i>Cell Editing</i>
<b>F11</b>	Show/Hide Styles pane	<i>View</i>
<b>F12</b>	Group selected rows/columns	<i>Management</i>

SHORTCUT KEY	DESCRIPTION	CATEGORY
<b>F2</b>	Edit the active cell	<i>Cell Editing</i>
<b>F3</b>	Find the next occurrence	<i>Search</i>
<b>F4</b>	Open the Database Source view	<i>Data Tools</i>
<b>F5</b>	Open Navigator	<i>Navigation</i>
<b>F7</b>	Start spell check	<i>Review</i>
<b>F8</b>	Toggle Extended Selection mode	<i>Selection</i>
<b>F9</b>	Recalculate all formulas	<i>Formulas</i>
<b>Home</b>	Move to the start of the row	<i>Navigation</i>
<b>Page Down</b>	Move down one screen	<i>Navigation</i>
<b>Page Up</b>	Move up one screen	<i>Navigation</i>
<b>Shift + Arrow</b>	Extend selection one cell at a time	<i>Selection</i>
<b>Shift + Ctrl + F4</b>	Open the Data Sources pane	<i>Data Tools</i>
<b>Shift + Enter</b>	Confirm entry and move up	<i>Cell Editing</i>
<b>Shift + F3</b>	Find the previous occurrence	<i>Search</i>
<b>Shift + F4</b>	Toggle Relative/Absolute references (\$)	<i>Formulas</i>
<b>Shift + F5</b>	Trace Dependents	<i>Formulas</i>
<b>Shift + F7</b>	Trace Precedents	<i>Formulas</i>
<b>Shift + F8</b>	Toggle Multi-selection (Add) mode	<i>Selection</i>
<b>Shift + Home</b>	Extend selection to start of row	<i>Selection</i>
<b>Shift + Space</b>	Select the current row	<i>Selection</i>
<b>Shift + Tab</b>	Confirm entry and move left	<i>Cell Editing</i>
<b>Tab</b>	Select next object on sheet	<i>Objects</i>
<b>Ctrl + P</b>	Print the current document	<i>File Management</i>
<b>Ctrl + W</b>	Close the current spreadsheet	<i>File Management</i>
<b>Ctrl + Q</b>	Exit the LibreOffice suite	<i>File Management</i>

<b>SHORTCUT KEY</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>
<b>Ctrl + Shift + N</b>	Open the Template Manager	<i>File Management</i>
<b>Ctrl + Shift + O</b>	Toggle Print Preview	<i>File Management</i>
<b>Ctrl + Z</b>	Undo the last action	<i>Editing</i>