

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

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

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

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

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

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