

INDIAN SCHOOL MUSCAT
CLASS – XI
OPEN OFFICE CALC SHORTCUT KEYS

Navigating in Spreadsheets

| Shortcut Keys | Effect |
|----------------------|---|
| Ctrl+Home | Moves the cursor to the first cell in the sheet (A1). |
| Ctrl+End | Moves the cursor to the last cell on the sheet that contains data. |
| Home | Moves the cursor to the first cell of the current row. |
| End | Moves the cursor to the last cell of the current row. |
| Shift+Home | Selects cells from the current cell to the first cell of the current row. |
| Shift+End | Selects cells from the current cell to the last cell of the current row. |
| Shift+Page Up | Selects cells from the current cell up to one page in the current column or extends the existing selection one page up. |
| Shift+Page Down | Selects cells from the current cell down to one page in the current column or extends the existing selection one page down. |
| Ctrl+Left Arrow | 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. |
| Ctrl+Right Arrow | 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. |
| Ctrl+Up Arrow | 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. |
| Ctrl+Down Arrow | 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. |
| Ctrl+Shift+Arrow | 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. |
| Ctrl+Page Up | Moves one sheet to the left. In the print preview: Moves to the previous print page. |
| Ctrl+Page Down | Moves one sheet to the right. In the print preview: Moves to the next print page. |
| Alt+Page Up | Moves one screen to the left. |
| Alt+Page Down | Moves one screen page to the right. |
| Shift+Ctrl+Page Up | Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this shortcut key combination only selects the previous sheet. Makes the previous sheet the current sheet. |
| Shift+Ctrl+Page Down | Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this shortcut key combination only selects the next sheet. Makes the next sheet the current sheet. |

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| Ctrl+ * | where (*) is the multiplication sign on the numeric key pad 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. |
| Ctrl+ / | where (/) is the division sign on the numeric key pad Selects the matrix formula range that contains the cursor. |
| Ctrl+Plus key | Insert cells (as in menu Insert - Cells) |
| Ctrl+Minus key | Delete cells (as in menu Edit - Delete Cells) |
| Enter (in a selected range) | Moves the cursor down one cell in a selected range. To specify the direction that the cursor moves, choose Tools - Options' - LibreOffice Calc - General' . |
| Ctrl+ ` (see note below this table) | Displays or hides the formulas instead of the values in all cells. |

Formatting Cells Using Shortcut Keys

The following cell formats can be applied with the keyboard:

| Shortcut Keys | Effect |
|--------------------------------------|---|
| Ctrl+1 (not on the number pad) | Open Format Cells dialog |
| Ctrl+Shift+1 (not on the number pad) | Two decimal places, thousands separator |
| Ctrl+Shift+2 (not on the number pad) | Standard exponential format |
| Ctrl+Shift+3 (not on the number pad) | Standard date format |
| Ctrl+Shift+4 (not on the number pad) | Standard currency format |
| Ctrl+Shift+5 (not on the number pad) | Standard percentage format (two decimal places) |
| Ctrl+Shift+6 (not on the number pad) | Standard format |