

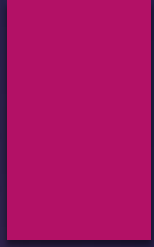
CCC MOST IMP SHORTCUT KEYS



LIBRE OFFICE WRITER

Ctrl + N	:- Text Document
Ctrl + Shift + N	:- Templates
Ctrl + O	:- Open
Ctrl + S	:- Save
Ctrl + Shift + S	:- Save as
Ctrl + Shift + O	:- Print Preview
Ctrl + P	:- Print
Ctrl + Q	:- Exit
Ctrl + Z	:- Undo
Ctrl + Y	:- Redo
Ctrl + Shift + Y	:- Repeat
Ctrl + X	:- Cut
Ctrl + C	:- Copy
Ctrl + V	:- Paste
Ctrl + Alt + Shift + V	:- Paste Unformatted Text

Ctrl + Shift + V	:- Paste Special
Ctrl + A	:- Select All
Alt + Shift + F8	:- Block Area
Ctrl + Shift + I	:- Select text
Ctrl + F	:- Find
Ctrl + H	:- Find And Replace
Ctrl + G	:- Go to Page
Ctrl + Shift + M	:- Edit Mode
Ctrl + Shift + R	:- Rulers
Ctrl + F10	:- Formatting Marks
Ctrl + F8	:- Field Shadings
Ctrl + F9	:- Field Names
Ctrl + F5	:- Side Bar
F11	:- Styles
F5	:- Navigator
Ctrl + Shift + F4	:- Data Sources
Ctrl + Shift + J	:- Full Screen
Ctrl + Enter	:- Page Break
Shift + Enter	:- Row Break
Ctrl + Shift + Enter	:- Column Break
Alt + Shift + E	:- Formula Object
Ctrl + Alt + C	:- Comment
Ctrl + K	:- Hyperlink
Ctrl + Shift + Space	:- Insert Non-breaking space



Ctrl + Shift + -	: - Insert Non-breaking hyphen
Ctrl + -	: - Insert Soft Hyphen
Alt + Shift + Space	: - Insert Narrow No-break Space
Ctrl + /	: - No Width Optional Break
Ctrl + F2	: - More Fields
Ctrl + B	: - Bold
Ctrl + I	: - Italic
Ctrl + D	: - Double Underline
Ctrl + Shift + P	: - Superscript
Ctrl + Shift + B	: - Subscript
Ctrl +]	: - Increase Size
Ctrl + [	: - Decrease Size
Shift + F3	: - Cycle Case
Ctrl + Shift + K	: - Small Capitals
Ctrl + L	: - Left Align
Ctrl + E	: - Centered Align
Ctrl + R	: - Right Align
Ctrl + J	: - Justified Align
Ctrl + M	: - Clear Direct Formatting
Ctrl + Shift + F12	: - No List
Shift + F12	: - Unordered List
F12	: - Ordered List
Ctrl + Alt + Down	: - Move Item Down
Ctrl + Alt + Up	: - Move Item Up

Alt + Shift + P

F4

Ctrl + 0

Ctrl + 1

Ctrl + 2

Ctrl + 3

Alt + P

Ctrl + Shift + F11

Shift + F11

F11

Ctrl + F12

F2

F7

Shift + F7

Ctrl + F7

Ctrl + F3

F9

Ctrl + Alt + E

Alt + F12

Ctrl + W

F1

Shift + Esc

:- Page Style

:- Properties

:- Text Body

:- Heading 1

:- Heading 2

:- Heading 3

:- Edit Style

:- Update Selected Style

:- New Style From Selection

:- Manage Styles

:- Insert Table

:- Edit Formula

:- Spelling

:- Automatic Spell Checking

:- Thesaurus

:- Auto Text

:- Fields

:- Extension Manager

:- Options

:- Close Window

:- Libre Office Help

:- Search Commands

LIBRE OFFICE CALC

Ctrl + N	:- Spreadsheet
Ctrl + Shift + N	:- Templates
Ctrl + O	:- Open
Shift + F11	:- Save as Templates
Ctrl + S	:- Save
Ctrl + Shift + S	:- Save as
Ctrl + Shift + O	:- Print Preview
Ctrl + P	:- Print
Ctrl + Q	:- Exit
Ctrl + Z	:- Undo
Ctrl + Y	:- Redo
Ctrl + Shift + Y	:- Repeat
Ctrl + X	:- Cut
Ctrl + C	:- Copy
Ctrl + V	:- Paste
Ctrl + Alt + Shift + V	:- Paste Unformatted Text
Ctrl + Shift + V	:- Paste Special
Ctrl + Shift + Space	:- Select All
Ctrl + Shift + Page Down	:- Select To Next Sheet
Ctrl + Shift + Page Up	:- Select To Previous Sheet



Shift + Space

Ctrl + Space

Ctrl + *

Ctrl + F

Ctrl + H

F2

Ctrl + Shift + M

Ctrl + F8

Ctrl + '

Ctrl + F5

F11

F5

Ctrl + Shift + F4

Ctrl + Shift + J

Alt + Shift + E

Ctrl + F2

Ctrl + Alt + C

Ctrl + K

Ctrl + ;

Ctrl + Shift + ;

Ctrl + B

Ctrl + I

Ctrl + Shift + P

Ctrl + Shift + B

:- Select Row

:- Select Column

:- Select Data Area

:- Find

:- Find And Replace

:- Cell Edit Mode

:- Edit Mode

:- Value Highlighting

:- Show Formula

:- Sidebar

:- Styles

:- Navigator

:- Data Sources

:- Full Screen

:- Formula Object

:- Function

:- Comment

:- Hyperlink

:- Date

:- Time

:- Bold

:- Italic

:- Superscript

:- Subscript

Shift + F3

Ctrl + L

Ctrl + E

Ctrl + R

Ctrl + J

Ctrl + Shift + 6

Ctrl + Shift + 1

Ctrl + Shift + 5

Ctrl + Shift + 4

Ctrl + Shift + 3

Ctrl + Shift + 2

Ctrl + M

Ctrl + 1

Ctrl + +

Ctrl + -

Backspace

F4

Ctrl + D

Ctrl + F3

Ctrl + Shift + Tab

Ctrl + Tab

Ctrl + Shift + L

F9

Ctrl + Shift + F9

:- Cycle Case

:- Left Align

:- Centered Align

:- Right Align

:- Justified Align

:- General Number Format

:- Number

:- Percent

:- Currency

:- Date

:- Scientific

:- Clear Direct Formatting

:- Cell

:- Insert Cells

:- Delete Cells

:- Clear Cells

:- Cycle Cell Reference Type

:- Fill Down

:- Manage

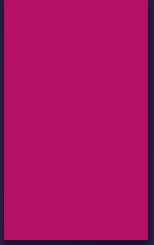
:- Navigate To Previous Sheet

:- Navigate To Next Sheet

:- AutoFilter

:- Recalculate

:- Recalculate Hard



F12	:- Group
Ctrl + F12	:- Ungroup
F7	:- Spelling
Shift + F7	:- Automatic Spell Checking
Ctrl + F7	:- Thesaurus
Shift + F9	:- Trace Precedents
Shift + F5	:- Trace Dependents
Ctrl + Alt + E	:- Extension Manager
Alt + F12	:- Options
Ctrl + W	:- Close Window
F1	:- Libre Office Help
Shift + Esc	:- Search Commands

LIBRE OFFICE IMPRESS



Ctrl + N

Ctrl + Shift + N

Ctrl + O

Ctrl + S

Ctrl + Shift + S

Ctrl + P

Ctrl + Q

Ctrl + Z

Ctrl + Y

Ctrl + X

Ctrl + C

Ctrl + V

Ctrl + Alt + Shift + V

Ctrl + Shift + V

Shift + F3

Ctrl + A

Ctrl + F

Ctrl + H

F8

Ctrl + Shift + M

:- Presentation

:- Templates

:- Open

:- Save

:- Save as

:- Print

:- Exit

:- Undo

:- Redo

:- Cut

:- Copy

:- Paste

:- Paste Unformatted Text

:- Paste Special

:- Duplicate

:- Select All

:- Find

:- Find And Replace

:- Points

:- Edit Mode



Ctrl + Shift + R

Ctrl + F5

F11

Ctrl + Shift + F5

Alt + Shift + E

F2

Ctrl + Alt + C

Ctrl + K

Ctrl + Shift + Space

Alt + Shift + Space

Ctrl + /

Ctrl + B

Ctrl + I

Ctrl + Shift + P

Ctrl + Shift + B

Ctrl +]

Ctrl + [

Ctrl + 1

Ctrl + 5

Ctrl + 2

Ctrl + L

Ctrl + E

:- Rulers

:- Sidebar

:- Styles

:- Navigator

:- Formula Object

:- Text Box

:- Comment

:- Hyperlink

:- Insert Non-breaking space

:- Insert Narrow No-break Space

:- No Width Optional Break

:- Bold

:- Italic

:- Superscript

:- Subscript

:- Increase Size

:- Decrease Size

:- Line Spacing:1

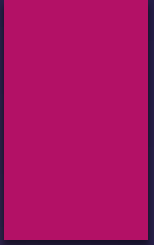
:- Line Spacing:1.5

:- Line Spacing:2

:- Left Align

:- Centered Align

Ctrl + J	:- Justified Align
Alt + Shift + Right	:- Demote
Alt + Shift + Left	:- Promote
Alt + Shift + Down	:- Move Down
Alt + Shift + Up	:- Move Up
Alt + P	:- Edit Style
F11	:- Manage Style
F4	:- Position And Size
Ctrl + Shift + +	:- Arrange Bring To Front
Ctrl + +	:- Arrange Bring Forward
Ctrl + -	:- Arrange Send Backward
Ctrl + Shift + -	:- Arrange Send To Back
Ctrl + Shift + G	:- Group
Ctrl + Alt + Shift + G	:- Ungroup
F3	:- Enter Group
Ctrl + F3	:- Exit Group
Ctrl + M	:- New Slide
Alt + Shift + F5	:- Jump To Last Edited Style
Alt + Shift + Home	:- Slide To Start
Alt + Shift + Page Up	:- Slide Up
Alt + Shift + Page Down	:- Slide Down
Alt + Shift + End	:- Slide To End



F5	:- Start From First Slide
Shift + F5	:- Start From Current Slide
F7	:- Spelling
Shift + F7	:- Automatic Spell Checking
Ctrl + F7	:- Thesaurus
Ctrl + Alt + E	:- Extension Manager
Alt + F12	:- Options
Ctrl + W	:- Close Window
F1	:- Libre Office Help
Shift + Esc	:- Search Commands

WINDOWS 10 OPERATING SYSTEM SHORTCUT KEYS

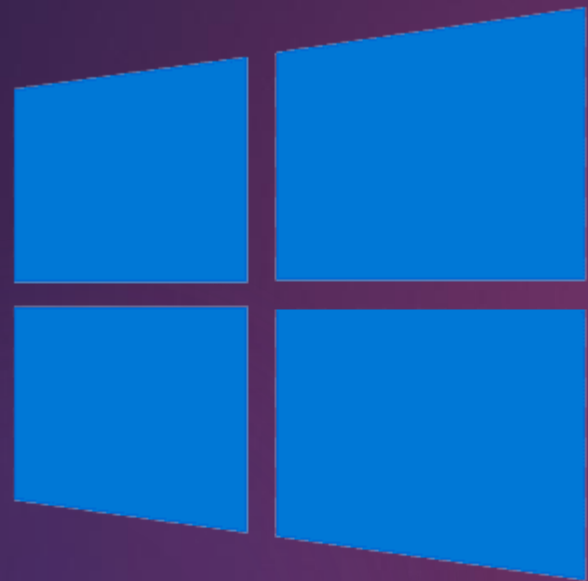


Ctrl + Esc	:- Start Button On Off
Window	:- Start Button On Off
Window + E	:- File Explorer
Window + D	:- Show Desktop
Ctrl + Shift + N	:- Create New Folder
F2	:- File/ Folder Rename
Alt + Tab	:- Switching Between Windows
Window + Shift + S	:- Screenshot
Window + V	:- Open Clipboard
Window + ;	:- Emoji
Window + L	:- Lock Your Window
Window + Alt + R	:- Instant Start Record Any Screen
Window + X + U + U	:- Instantly Shut Down
Alt + F4	:- Shut Down, Restart , Sleep Mode
Ctrl + Window + O	:- Open Screen Keyboard
F5	:- Refresh
Ctrl + X	:- Cut
Ctrl + C	:- Copy
Ctrl + V	:- Paste
Window + M	:- To Minimize All Windows

WEB BROWSER SHORTCUT KEYS

Ctrl + T	:- New Tab
Ctrl + N	:- New Window
Ctrl + Shift + T	:- Close Tab Restore
Ctrl + Shift + N	:- New Incognito Window
Ctrl + H	:- History
Ctrl + J	:- Downloads
Ctrl + D	:- Bookmark Tab
Ctrl + Shift + D	:- Bookmark All Tab
Ctrl + Shift + B	:- Show Bookmark Bar
Ctrl + Shift + O	:- Bookmark Manager
Ctrl + P	:- Web Page Print
Ctrl + F	:- Find
Ctrl + S	:- Save Page As
Ctrl + Shift + Delete	:- Clear Browsing Data
Shift + Esc	:- Task Manager
Ctrl + Shift + I	:- Developer Tools
Alt + Shift + I	:- Report An Issue
F5 & Ctrl + R	:- Refresh And Reload Page
Ctrl + +	:- Zoom In Page
Ctrl + -	:- Zoom Out Page





Windows 10

