



*Calc Guide*

# *Appendix A*

## *Keyboard Shortcuts*

*OpenOffice.org*

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## Shortcut keys

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You can use OpenOffice.org (OOo) without an input device such as a mouse or trackball by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and undocking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard. Although OOo has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

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**Note** As of version 2.0.2, the shortcut keys topic in the Calc online help does not note which keys that do not function under specific systems. For example, the Cell Formatting keys in Table 3 do not work under the Linux desktops tested. Non-functioning shortcuts keys are noted in this appendix prior to the table that describes them.

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For help with OOo's keyboard shortcuts or using OOo with a keyboard only, search the OOo online help using the "shortcut" or "accessibility" keywords.

## Assigning shortcut keys

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To adapt shortcut keys to your needs, use the Customize dialog. You can assign shortcuts to standard Calc functions or macros, and save them for use with Calc only or the entire OpenOffice.org suite.



In OOo 2.0 you can assign shortcut keys to cell and page styles in Calc, as well as to other functions.

### Caution



Be careful when reassigning your operating system's or OOo's predefined shortcut keys. Many key assignments are universally understood shortcuts, such as *F1* for Help, and are always expected to provide certain results. Although you can easily reset the shortcut key assignments to the OOo defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer.

As an example, suppose you run many different macros during your typical Calc sessions, and would like simpler access to the *Macro Selector* dialog box than using the standard menu commands (**Tools > Macro > Run Macro**). To assign the *Shift-F3* key sequence to open the *Macro Selector* dialog box:

- 1) Select **Tools > Customize > Keyboard**. The Customize dialog (Figure 1) opens.
- 2) To have the shortcut key assignment available only with Calc, select the **Calc** button (circled) located at the upper right corner of the Keyboard tab, otherwise select the **OpenOffice.org** button which will make it available to every component.
- 3) Next, select **Basic** under the *Category* heading, and then select **Run Macro** under the *Function* heading (Figure 2).

**Note** All existing shortcut keys for the currently selected Function are listed under the *Keys* heading. Since there is no currently assigned shortcut for the function shown in Figure 2, the *Keys* list is empty. To reassign a shortcut, delete the existing *Key* first.

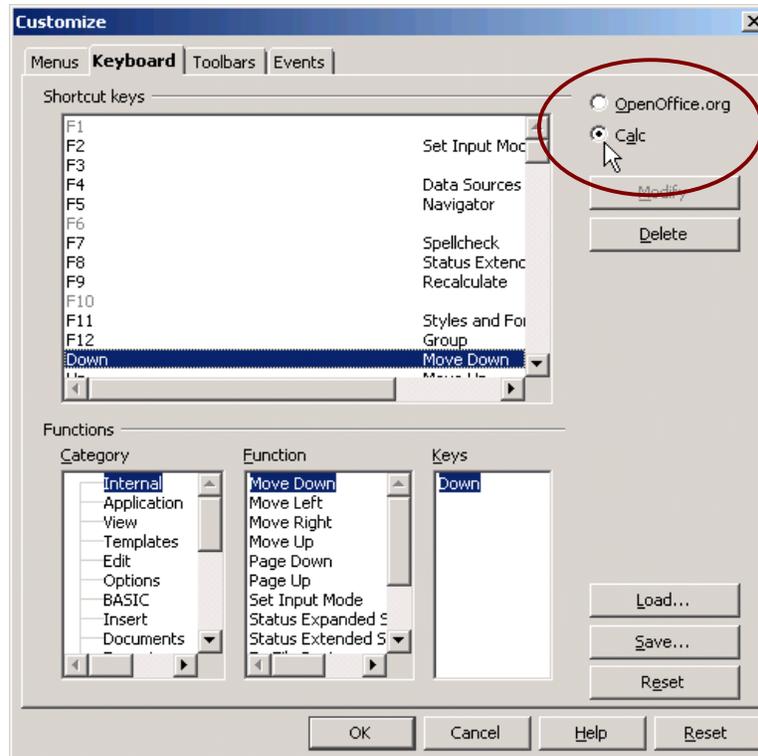


Figure 1: Customize dialog – selecting Calc

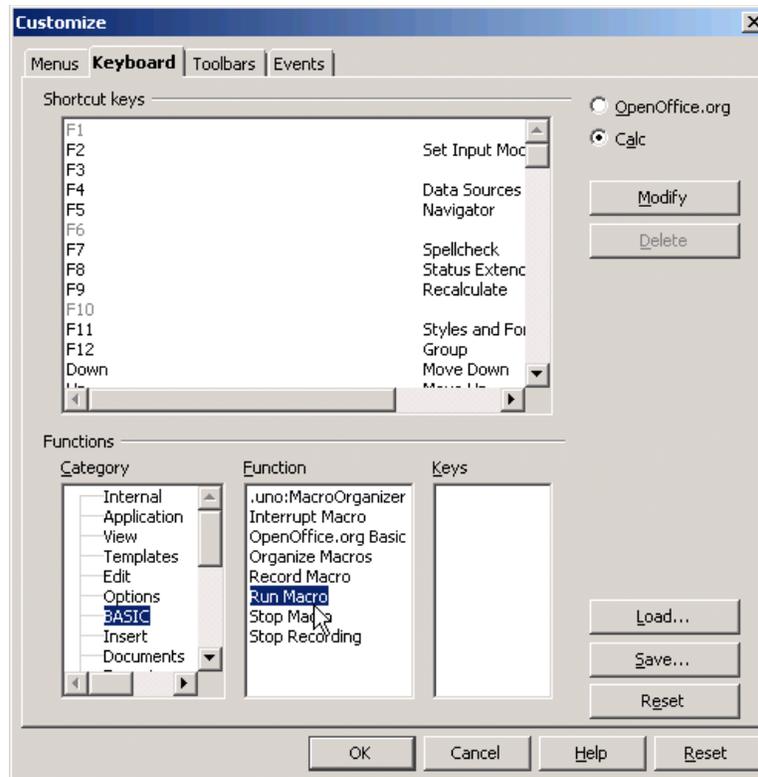


Figure 2: Selecting a function

- 4) In the top half of the Customize dialog under the *Shortcut Keys* heading, select *Shift-F3* from the list (Figure 3).

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**Note** Shortcut keys that are grayed-out in the listing on the Customize dialog such as *F1* and *F10* are **not** available for reassignment.

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- 5) Select the function *Run Macro* and the shortcut keys *Shift+F3*, and then click the **Modify** button at the upper right (Figure 3).

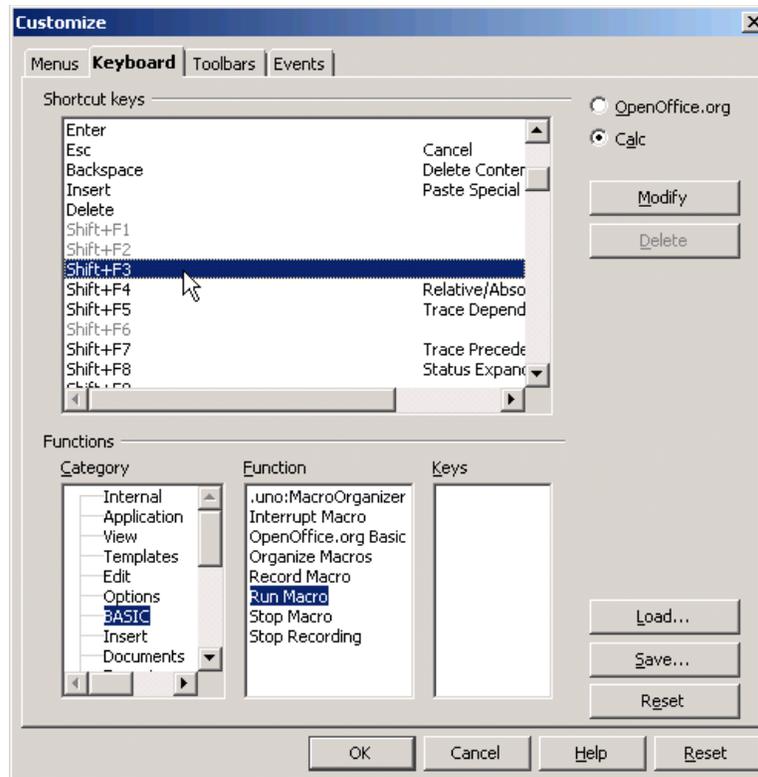


Figure 3: Selecting a keyboard shortcut key for assignment.

- 6) Click **OK** to accept the change. Now the *Shift+F3* shortcut will open the *Macro Selector* dialog box. After closing all open spreadsheets and, the new shortcut will now appear in the **Tools > Macro** menu as a shortcut for the Run Macro command whenever you use Calc (Figure 4).

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**Note** Remember, since the **Calc** button was selected at the start of this procedure, the newly assigned shortcut key will only work within the Calc component. To set this shortcut for use by all of the components within the suite, repeat this procedure after first selecting the **OpenOffice.org** button.

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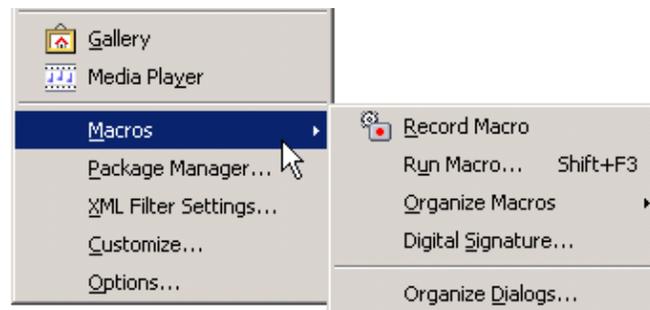


Figure 4: New shortcut as it appears on the Tools > Macro menu.

## Saving changes to a file

Changes to the shortcut key assignments (and other configurations) can be saved in a keyboard configuration file for use at a later time. This allows you to create and apply different configurations depending on your need. To save keyboard shortcuts to a file:

- 1) After making your keyboard shortcut assignments, click the **Save** button at the bottom right of the Customize dialog (Figure 3).
- 2) In the Save Keyboard Configuration dialog, select *All files* from the **Save as Type** combo box.
- 3) Next enter a name for the keyboard configuration file in the **File name** text box, or select an existing file from the listbox. If you need to, browse to find a file from another location.
- 4) Click **Save**. A confirmation dialog will appear if you are about to overwrite a file, otherwise there will be no feedback, the file will be saved.

## Loading a saved keyboard configuration

To load a saved keyboard configuration file and replace your existing configuration, click the **Load** button at the bottom right of the Customize dialog (Figure 3). Then select the configuration file from the Load Keyboard Configuration dialog.

## Resetting the shortcut keys

To reset all of the keyboard shortcuts to their defaults values, click the **Reset** button at the bottom right of the Customize dialog (Figure 3). Be careful, no confirmation dialog will be displayed, the defaults will be set without any further notice or user input.

# Formatting and editing shortcuts

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## The *Enter* key

Pressing the *Enter* key performs two different functions depending on the settings in the **Tools > Options > OpenOffice.org Calc > General** dialog. The *Enter* key can be programmed to:

- Move the selection to another cell in a specified direction from the currently selected cell, or
- Switch to Edit mode.

When both options are selected, pressing the *Enter* key switches to Edit mode and the cursor moves to the Input line. Pressing the *Enter* key again commits the data from the Input line to the currently selected cell and moves the selection to a cell in the direction specified in the *Options* dialog.

To insert a manual line break within a cell, click in the cell (make sure the cursor is in the cell and is blinking), and then press *Control+Enter*.

## Filling a range

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**Note** These shortcuts do not work under any Linux desktop tested. If you would like to have the functionality described in this table you must create custom key sequences as explained in the *Assigning shortcut keys* topic at the beginning of this appendix..

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To fill a selected cell range with the formula from the Input line, press *Alt+Enter*. Hold down *Alt+Shift+Enter* to apply the cell format of the input cell to the entire cell range.

To create a matrix, or an array in which all the cells contain the same information as that entered on the Input line, press *Shift+Control+Enter*.

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**Note** Once an array has been created, you cannot edit the individual components of the matrix.

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## Selecting multiple cells and sheets

To select multiple cells in different areas of a sheet, hold down the *Control* key and click, or click and drag on the cells or areas of cells with the mouse.



In OOo 2.0 you no longer need to highlight a selection of cells before you can select an individual cell as you did in OOo 1.1.x. You can start selecting multiple individual cells just by holding down *Control*.

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To select multiple sheets in a spreadsheet one at a time, hold down the *Control* key, and then click the sheet name tabs at the lower edge of the workspace. Clicking on a selected sheet tab while pressing the *Control* key will deselect that tab only. To select a contiguous range (or group) of sheets, hold down the *Shift* key, and then click the name tab of the sheet at either end of the grouping.

## Deleting

To delete the contents of selected cells (that is just the data in the cell, and none of the formatting), press *Delete*. This opens the *Delete Contents* dialog, from which you choose the contents of the cell you want to delete, such as Formats, Numbers, Formulas, or Objects.

To delete the contents of selected cells without calling the dialog, press *Backspace*. This deletes neither cell formatting nor objects.

To delete all the contents of selected cells (including formats and objects) without calling the dialog, press *Control+X* or select **Edit > Cut**.

## Running macros

You can define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined; none are built in. To terminate a macro that is currently running, press *Shift+Control+Q*.

## Navigation and selection shortcuts

Table 1: Spreadsheet navigation shortcuts

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Home</i>	Moves the cursor to the first cell in the sheet (A1).
<i>Ctrl+End</i>	Moves the cursor to the last cell on the sheet that contains data.
<i>Home</i>	Moves the cursor to the first cell of the current row.
<i>End</i>	Moves the cursor to the last cell of the current row in a column containing data.
<i>Ctrl+Left Arrow</i>	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.
<i>Ctrl+Right Arrow</i>	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.
<i>Ctrl+Up Arrow</i>	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.
<i>Ctrl+Down Arrow</i>	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.
<i>Ctrl+Shift+Arrow</i>	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.
<i>Ctrl+ Page Up</i>	Moves one sheet to the left. In the page preview it moves to the previous print page.
<i>Ctrl+Page Down</i>	Moves one sheet to the right. In the page preview it moves to the next print page.
<i>Page Up</i>	Moves the viewable rows up one screen.
<i>Page Down</i>	Moves the viewable rows down one screen.
<i>Alt+Page Up</i>	Moves the viewable columns one screen to the left.
<i>Alt+Page Down</i>	Moves the viewable columns one screen to the right.
<i>Shift+Ctrl+Page Up</i>	Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this combination only selects the previous sheet. Makes the previous sheet the current sheet.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Shift+Ctrl+Page Down</i>	Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this combination only selects the next sheet. Makes the next sheet the current sheet.
<i>Ctrl+*</i>	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. The “*” key is the multiplication sign on the numeric key pad.
<i>Ctrl+/<i></i></i>	Selects the matrix formula range that contains the cursor. The “/” key is the division sign on the numeric key pad.
<i>Enter</i> — in a selected range	By default, moves the cursor down one cell in a selected range. To specify the direction that the cursor moves, choose <b>Tools &gt; Options &gt; OpenOffice.org Calc &gt; General</b> .

## Function key shortcuts

Table 2: Function key shortcuts

<b>Shortcut Keys</b>	<b>Effect</b>
<i>F1</i>	Displays the OOO help browser. When the help browser is already open <i>F1</i> jumps to the main help page.
<i>Shift+F1</i>	Displays context help.
<i>Ctrl+F1</i>	Displays the note that is attached to the current cell.
<i>F2</i>	Switches to Edit mode and places the cursor at the end of the contents of the current cell. If the cursor is in an input box in a dialog that has a minimize button, the dialog is hidden and the input box remains visible. Press <i>F2</i> again to show the whole dialog.
<i>Ctrl+F2</i>	Opens the Function Wizard.
<i>Shift+Ctrl+F2</i>	Moves the cursor to the input line where you can enter a formula for the current cell.
<i>Ctrl+F3</i>	Opens the <i>Define Names</i> dialog.
<i>F4</i>	Shows or hides the <i>Database Sources</i> menu.
<i>Shift+F4</i>	Rearranges the relative or absolute references (for example, A1, \$A\$1, \$A1, A\$1) in the input field.
<i>F5</i>	Shows or hides the <i>Navigator</i> .
<i>Shift+F5</i>	Traces dependents.
<i>Shift+Ctrl+F5</i>	Moves the cursor to the Name box.
<i>F7</i>	Checks spelling in the current sheet.
<i>Ctrl+F7</i>	Opens the <i>Thesaurus</i> if the current cell contains text.
<i>Shift+F7</i>	Traces precedents.
<i>F8</i>	Turns additional selection mode on or off. In this mode, you can use

Shortcut Keys	Effect
	the arrow keys to extend the selection. You can also click in another cell to extend the selection.
<i>Ctrl+F8</i>	Highlights cells containing numeric values (not text).
<i>F9</i>	Recalculates all of the formulas in the sheet.
<i>Ctrl+F9</i>	Updates the selected chart.
<i>F11</i>	Opens the Styles and Formatting window where you can apply a formatting style to the contents of the cell or to the current sheet.
<i>Shift+F11</i>	Creates a document template.
<i>Shift+Ctrl+F11</i>	Updates the templates.
<i>F12</i>	Groups the selected data range.
<i>Ctrl+F12</i>	Ungroups the selected data range.
<i>Alt+Down Arrow</i>	Increases the height of current row.
<i>Alt+Up Arrow</i>	Decreases the height of current row.
<i>Alt+Right Arrow</i>	Increases the width of the current column.
<i>Alt+Left Arrow</i>	Decreases the width of the current column.
<i>Alt+Shift+Arrow Key</i>	Optimizes the column width or row height based on the current cell.

## Cell formatting shortcuts

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**Note** These shortcuts do not work under any Linux desktop tested. If you would like to have the functionality described in this table you must create custom key sequences as explained in the *Assigning shortcut keys* topic at the beginning of this appendix..

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**Note** The shortcut keys shown in Table 3 **do not** use the number keys on the number pad. They use the number alphanumeric keys (above the letter keys).

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Table 3: Formatting shortcut keys

Shortcut Keys	Effect
<i>Ctrl+Shift+1</i>	Two decimal places, thousands separator
<i>Ctrl+Shift+2</i>	Standard exponential format
<i>Ctrl+Shift+3</i>	Standard date format
<i>Ctrl+Shift+4</i>	Standard currency format.
<i>Ctrl+Shift+5</i>	Standard percentage format (two decimal places)
<i>Ctrl+Shift+6</i>	Standard format

## DataPilot shortcut keys

Table 4: DataPilot shortcut keys

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Tab</i>	Changes the focus by moving forwards through the areas and buttons of the dialog.
<i>Shift+Tab</i>	Changes the focus by moving backwards through the areas and buttons of the dialog.
<i>Up Arrow</i>	Moves the focus up one item in the current dialog area.
<i>Down Arrow</i>	Moves the focus down one item in the current dialog area.
<i>Left Arrow</i>	Moves the focus one item to the left in the current dialog area.
<i>Right Arrow</i>	Moves the focus one item to the right in the current dialog area.
<i>Home</i>	Selects the first field in the current layout area.
<i>End</i>	Selects the last field in the current layout area.
<i>Alt+R</i>	Copies or moves the current field into the “Row” area.
<i>Alt+C</i>	Copies or moves the current field into the “Column” area.
<i>Alt+D</i>	Copies or moves the current field into the “Data” area.
<i>Ctrl+Up Arrow</i>	Moves the current field up one place.
<i>Ctrl+Down Arrow</i>	Moves the current field down one place.
<i>Ctrl+Left Arrow</i>	Moves the current field one place to the left.
<i>Ctrl+Right Arrow</i>	Moves the current field one place to the right.
<i>Ctrl+Home</i>	Moves the current field to the first place.
<i>Ctrl+End</i>	Move the current field to the last place.
<i>Alt+O</i>	Displays the options for the current field.
<i>Delete</i>	Removes the current field from the area.