Libre Office Writer

FUNCTION KEYS FOR LIBREOFFICE WRITER

Shortcut keys	Effect
F2	Formula Bar
Ctrl+F2	Insert Fields
F3	Complete AutoText
Ctrl+F3	Edit AutoText
Shift+F4	Select next frame
Ctrl+Shift+F4	Open Data Source View
F5	Navigator on/off
Ctrl+Shift+F5	Navigator on, go to page number
F7	Spellcheck
Ctrl+F7	Thesaurus
F8	Extension mode
Ctrl+F8	Field shadings on / off
Shift+F8	Additional selection mode
Ctrl+Shift+F8	Block selection mode
F9	Update fields
Ctrl+F9	Show fields
Shift+F9	Calculate Table
Ctrl+Shift+F9	Update Input Fields and Input Lists
Ctrl+F10	Nonprinting Characters on/off
F11	Styles window on/off
Shift+F11	Create Style
Ctrl+F11	Sets focus to Apply Style box
Ctrl+Shift+F11	Update Style
F12	Numbering on
Ctrl+F12	Insert or edit Table
Shift+F12	Bullets on
Ctrl+Shift+F12	Numbering / Bullets off

SHORTCUT KEYS FOR LIBREOFFICE WRITER

Shortcut keys	Effect
Ctrl+A	Select All
Ctrl+J	Justify
Ctrl+D	Double Underline
Ctrl+E	Centered
Ctrl+H	Find and Replace
Ctrl+Shift+P	Superscript
Ctrl+L	Align Left
Ctrl+R	Align Right
Ctrl+Shift+B	Subscript
Ctrl+Y	Redo last action
Ctrl+0 (zero)	Apply Text Body paragraph style
Ctrl+1	Apply Heading 1 paragraph style
Ctrl+2	Apply Heading 2 paragraph style
Ctrl+3	Apply Heading 3 paragraph style
Ctrl+4	Apply Heading 4 paragraph style
Ctrl+5	Apply Heading 5 paragraph style
Ctrl + Plus Key(+)	Calculates the selected text and copies the result to the clipboard.
Ctrl+Hyphen(-)	Soft hyphens; hyphenation set by you.
Ctrl+Shift+minus sign (-)	Non-breaking hyphen (is not used for hyphenation)
Ctrl+multiplication sign * (only on number pad)	Run macro field
Ctrl+Shift+Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
Shift+Enter	Line break without paragraph change
Ctrl+Enter	Manual page break

Ctrl+Shift+Enter	Column break in multicolumnar texts
Alt+Enter	Inserting a new paragraph without numbering inside a list. Does not work when the cursor is at the end of the list.
Alt+Enter	Inserting a new paragraph directly before or after a section, or before a table.
Arrow Left	Move cursor to left
Shift+Arrow Left	Move cursor with selection to the left
Ctrl+Arrow Left	Go to beginning of word
Ctrl+Shift+Arrow Left	Selecting to the left word by word
Arrow Right	Move cursor to right
Shift+Arrow Right	Move cursor with selection to the right
Ctrl+Arrow Right	Go to start of next word
Ctrl+Shift+Arrow Right	Selecting to the right word by word
Arrow Up	Move cursor up one line
Shift+Arrow Up	Selecting lines in an upwards direction
Ctrl+Arrow Up	Move cursor to beginning of the previous paragraph
Ctrl+Shift+Arrow Up	Select to beginning of paragraph. Next keystroke extends selection to beginning of previous paragraph
Arrow Down	Move cursor down one line
Shift+Arrow Down	Selecting lines in a downward direction
Ctrl+Arrow Down	Move cursor to beginning of next paragraph.
Ctrl+Shift+Arrow Down	Select to end of paragraph. Next keystroke extends selection to end of next paragraph
Home	Go to beginning of line
Home+Shift	Go and select to the beginning of a line
End	Go to end of line
End+Shift	Go and select to end of line
Ctrl+Home	Go to start of document
Ctrl+Home+Shift	Go and select text to start of document

Ctrl+End	Go to end of document
Ctrl+End+Shift	Go and select text to end of document
Ctrl+PageUp	Switch cursor between text and header
Ctrl+PageDown	Switch cursor between text and footer
Insert	Insert mode on/off
PageUp	Screen page up
Shift+PageUp	Move up screen page with selection
PageDown	Move down screen page
Shift+PageDown	Move down screen page with selection
Ctrl+Del	Delete text to end of word
Ctrl+Backspace	Delete text to beginning of word In a list: delete an empty paragraph in front of the current paragraph
Ctrl+Del+Shift	Delete text to end of sentence
Ctrl+Shift+Backspace	Delete text to beginning of sentence
Ctrl+Tab	Next suggestion with Automatic Word Completion
Ctrl+Shift+Tab	Use previous suggestion with Automatic Word Completion
Ctrl+Alt+Shift+V	Paste the contents of the clipboard as unformatted text.
Ctrl + double-click or Ctrl + Shift + F10	Use this combination to quickly dock or undock the Navigator, Styles window, or other windows

SHORTCUT KEYS FOR PARAGRAPHS AND HEADING LEVELS

Shortcut keys	Effect
Ctrl+Alt+Up Arrow	Move the active paragraph or selected paragraphs up one paragraph.
Ctrl+Alt+Down Arrow	Move the active paragraph or selected paragraphs down one paragraph.
Tab	The heading in format "Heading X" (X = 1-9) is moved down one level in the outline.
Shift+Tab	The heading in format "Heading X" (X = 2-10) is moved up one level in the outline.
Ctrl+Tab	At the start of a heading: Inserts a tab stop. Depending on the Window Manager in use, Alt+Tab may be used instead. To change the heading level with the keyboard, first position the cursor in front of the heading.

# SHORTCUT KEYS FOR TABLES IN LIBREOFFICE WRITER

Shortcut Keys	Effect
Ctrl+A	If the active cell is empty: selects the whole table. Otherwise: selects the contents of the active cell. Pressing again selects the entire table.
Ctrl+Home	If the active cell is empty: goes to the beginning of the table. Otherwise: first press goes to beginning of the active cell, second press goes to beginning of the current table, third press goes to beginning of document.
Ctrl+End	If the active cell is empty: goes to the end of the table. Otherwise: first press goes to the end of the active cell, second press goes to the end of the current table, third press goes to the end of the document.
Ctrl+Tab	Inserts a tab stop (only in tables). Depending on the Window Manager in use, Alt+Tab may be used instead.
Alt+Arrow Keys	Increases/decreases the size of the column/row on the right/bottom cell edge
Alt+Shift+Arr	Increase/decrease the size of the column/row on the left/top cell edge

Shortcut Keys	Effect
ow Keys	
Alt+Ctrl+Arrow Keys	Like Alt, but only the active cell is modified
Ctrl+Alt+Shift+Arrow Keys	Like Alt, but only the active cell is modified
Ctrl+Shift+T	Removes cell protection from all selected tables. If no table is selected, then cell protection is removed from all of the tables in the document.
Shift+Ctrl+Del	If no whole cell is selected, the text from the cursor to the end of the current sentence is deleted. If the cursor is at the end of a cell, and no whole cell is selected, the contents of the next cell are deleted. If no whole cell is selected and the cursor is at the end of the table, the paragraph following the table will be deleted, unless it is the last paragraph in the document. If one or more cells are selected, the whole rows containing the selection will be deleted. If all rows are selected completely or partially, the entire table will be deleted.

SHORTCUT KEYS FOR MOVING AND RESIZING FRAMES, GRAPHICS AND OBJECTS

Shortcut Keys	Effect
Esc	Cursor is inside a text frame and no text is selected: Escape selects the text frame. Text frame is selected: Escape clears the cursor from the text frame.
F2 or Enter or any key that produces a character on screen	If a text frame is selected: positions the cursor to the end of the text in the text frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
Alt+Arrow Keys	Move object.
Alt+Ctrl+Arrow Keys	Resizes by moving lower right corner.
Alt+Ctrl+Shift+Arrow Keys	Resizes by moving top left corner.
Ctrl+Tab	Selects the anchor of an object (in Edit Points mode).

INTRODUCTION TO LIBREOFFICE
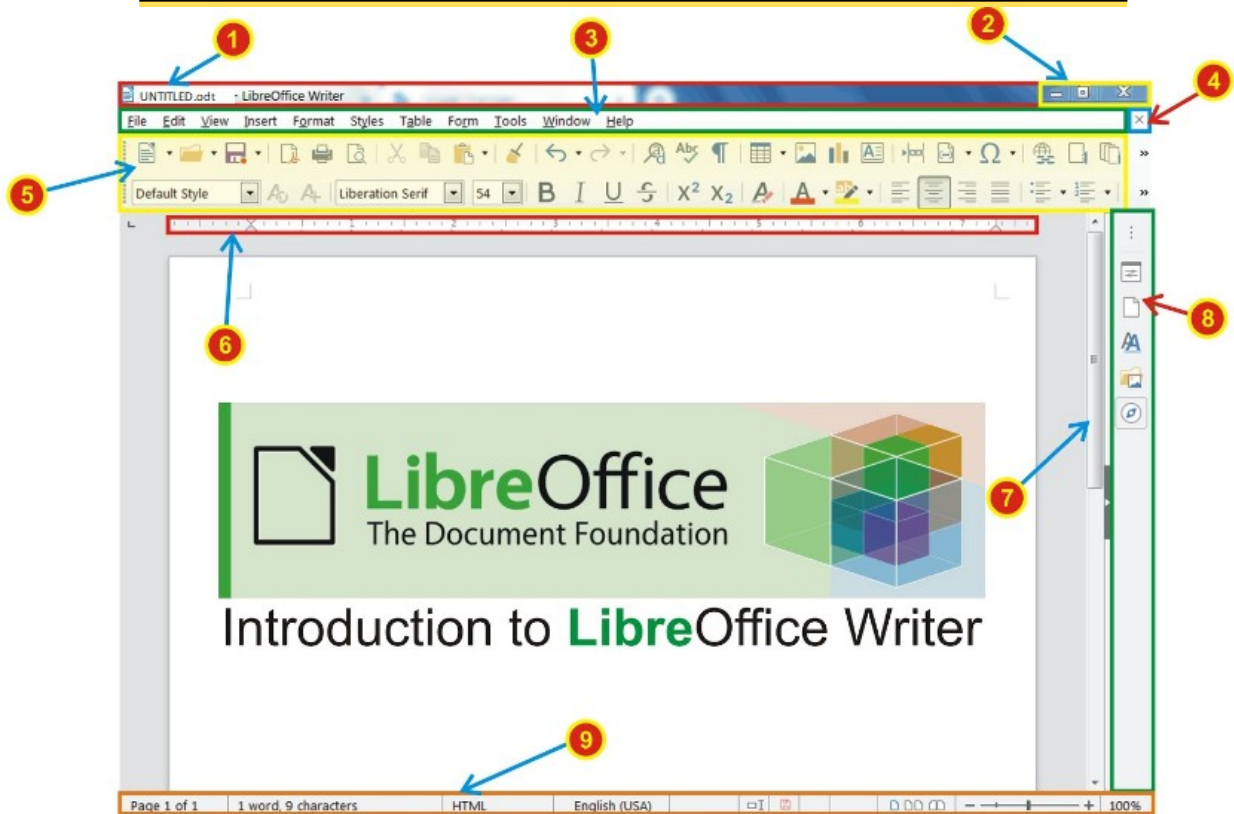
1) **Title Bar**
2) **Close/ Minimize/ Maximize/ Restore Down**
3) **Menu Bar/ Tab**
4) **Close Document**
5) **Ribbon/ Standard Toolbar**
6) **Ruler Bar**
7) **Scroll Bar**
8) **Sidebar Settings**
9) **Status Bar**

Extension Of Ms Office v/s LibreOffice

MS Office	Extension	LibreOffice	Extension
Word	.doc/.docx	Writer	.odt
Excel	.xls/.xlsx	Calc	.ods
PowerPoint	.ppt/.pptx	Impress	.odp

Default File Name:- Untitled 1
Zooming Range:-Minimum =20%
Default =100%
Maximum =600%.

✔ **LibreOffice is an open source software.**
✔ **It is similar to the office package in which we used to use MS Word in the same way it has now been named as writer.**
✔ **Just like Microsoft Office, it also has an introduction.**
✔ **There are some changes in it which you must read till the last.**

File Menu

New :-Creates a new LibreOffice document.

Open:- Opens a local or remote file, or imports one.

Open Remote:- Opens a document located in a remote file service.

Recent Documents:- Lists the most recently opened files. To open a file in the list, click its name.

Close :- Closes the current document without exiting the program.

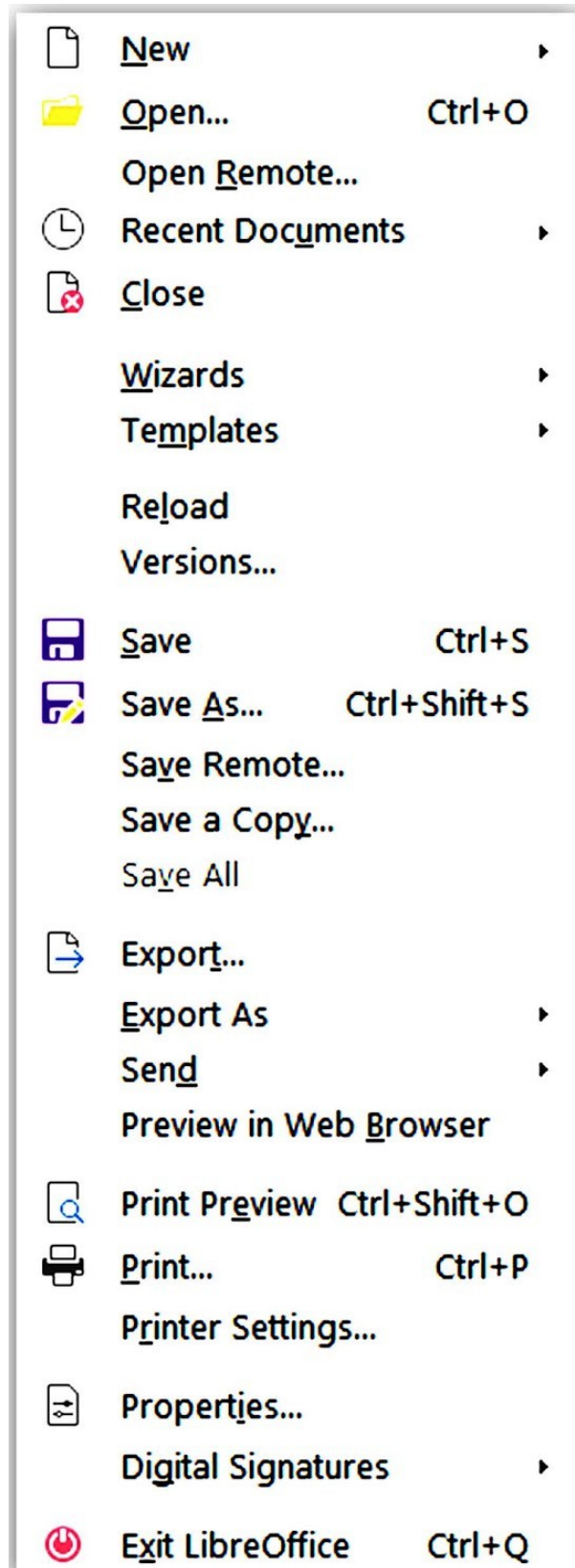**Wizards:-** Guides you through creating business and personal letters, faxes, agendas, presentations, and more.

Templates:- Lets you organize and edit your templates, as well as save the current file as a template.

Reload:- Replaces the current document with the last saved version.

Versions:- Saves and organizes multiple versions of the current document in the same file. You can also open, delete and compare previous versions.

Save:- Saves the current document.

Save Remote:- Saves a document located in a remote file service.

📄	New	▸
📂	Open...	Ctrl+O
	Open Remote...	
🕐	Recent Documents	▸
📄	Close	
	Wizards	▸
	Templates	▸
	Reload	
	Versions...	
💾	Save	Ctrl+S
💾	Save As...	Ctrl+Shift+S
	Save Remote...	
	Save a Copy...	
	Save All	
↗	Export...	
	Export As	▸
	Send	▸
	Preview in Web Browser	
🔍	Print Preview	Ctrl+Shift+O
🖨	Print...	Ctrl+P
	Printer Settings...	
⇄	Properties...	
	Digital Signatures	▸
⏻	Exit LibreOffice	Ctrl+Q

Save As :- Saves the current document in a different location, or with a different file name or file type.

Save All:- Saves all modified LibreOffice documents.

Save a Copy:- Saves a copy of the actual document with another name or location.

Export:-Saves the current document with a different name and format to a location that you specify.

Export As:-Export the document in PDF or EPUB formats.

Send:-Sends a copy of the current document to different applications.

Preview in Web Browser:-Creates a temporary copy of the current document in HTML format, opens the system default Web browser, and displays the HTML file in the Web browser.

Print Preview:- Displays a preview of the printed page or closes the preview.

Print:- Prints the current document, selection, or the pages that you specify. You can also set the print options for the current document. The printing options can vary according to the printer and the operating system that you use.

Printer Settings:- Select the default printer for the current document.

Document Properties:- Displays the properties for the current file, including statistics such as word count and the date the file was created.

Digital Signatures:-Adds and removes digital signatures to and from your document. You can also use the dialog to view certificates.

Exit:- Closes all LibreOffice programs and prompts you to save your changes. This command does not exist on macOS systems.

Edit Menu

Undo :- Reverses the last command or the last entry you typed. To select the command that you want to reverse, click the arrow next to the Undo icon on the Standard bar.

Redo :- Reverses the action of the last Undo command. To select the Undo step that you want to reverse, click the arrow next to the Redo icon on the Standard bar.

Repeat :- Repeats the last command. This command is available in Writer and Calc.

Cut :-Removes and copies the selection to the clipboard.

Copy :-Copies the selection to the clipboard.

Paste :- Inserts the contents of the clipboard at the location of the cursor, and replaces any selected text or objects.

Paste Special :- Inserts the contents of the clipboard into the current file in a format that you can specify.

Undo		Ctrl+Z
Redo		Ctrl+Y
Repeat		Ctrl+Shift+Y
Cut		Ctrl+X
Copy		Ctrl+C
Paste		Ctrl+V
Paste Special		▸
Select All		Ctrl+A
Selection Mode		▸
Select Text		Ctrl+Shift+I
Find...		Ctrl+F
Find & Replace...		Ctrl+H
Go to Page...		Ctrl+G

Select All :- Selects the entire content of the current file, frame, or text object.
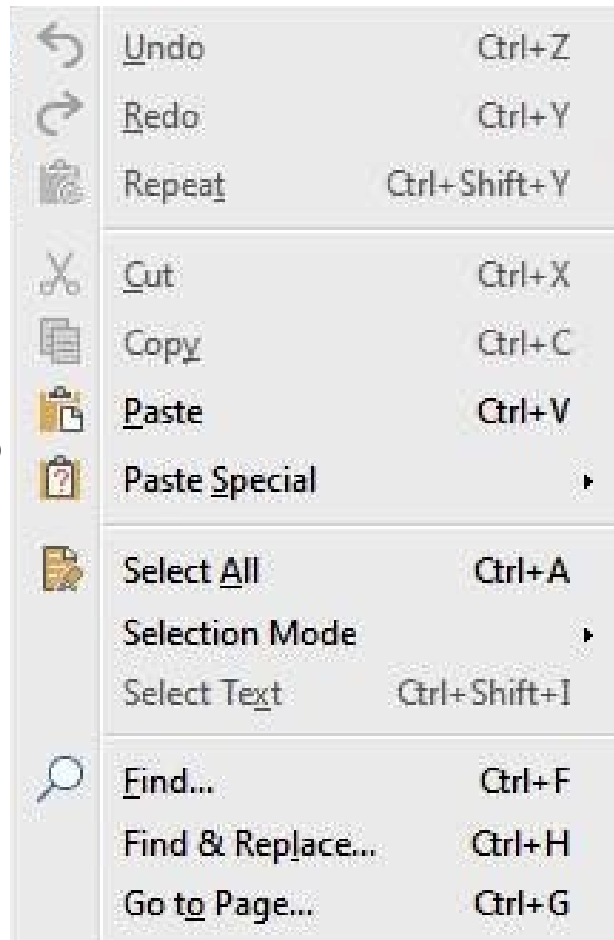
Selection Mode :- Choose the selection mode from the sub menu normal selection mode, or block selection mode.

Select Text :- You can enable a selection cursor in a read-only text document or in the Help.

Find :- Toggle the visibility of the Find toolbar to search for text or navigate a document by element.

Find & Replace :- Finds or replaces text or formats in the current document.

Go to Page:- Opens the Navigator window on the Page Number spin button, so you can enter in a page number

View Menu

Normal :-Displays how the document will look when you print it.

Web:- Displays the document as it would be viewed in a Web browser. This is useful when you create HTML documents.

Toolbars :-Opens a sub menu to show and hide toolbars. A toolbar contains icons and options that let you quickly access LibreOffice commands.

Status Bar:- Shows or hides the Status bar at the bottom edge of the window.

Rulers :-Contains a submenu for showing or hiding the horizontal and vertical rulers.

Scroll Bars :-Show or hide the horizontal and vertical scroll bars that are used to change the viewable area of a document that doesn't fit within the window.

Text Boundaries:- Shows or hides the boundaries of the printable area of a page. The boundary lines are not printed.

Table Boundaries :-Shows or hides the borders of table cells that have no set borders. The boundaries are only visible on screen and are not printed.

Images and Charts :-Show or hide graphical objects like images and charts within a document.

Comments:- Show or hide a document's comments and replies to them.

Formatting Marks:- Shows hidden formatting symbols in your text, such as paragraph marks, line breaks, tab stops, and spaces.

Grid and Help Lines :-Toggle the visibility of grid points and guide lines to help object moving and precise position in the current sheet.

Hide White Space:- View documents with the white space found at the end and beginning of pages hidden.

Track Changes :-Shows or hides recorded changes.

Field Shadings :-Shows or hides shadings around fields in your document like non-breaking spaces, soft hyphens, indexes, and footnotes.

Field Names :-Switches between showing fields as field names or field values. When enabled the field names are displayed, and when disabled the field values displayed. Some field contents cannot be displayed.

Sidebar:- The Sidebar is a vertical graphical user interface that primarily provides contextual properties, style management, document navigation, and media gallery features.

Styles :-Use the Styles deck of the Sidebar to apply, create, edit, and remove formatting styles. Double-click an entry to apply the style.

Gallery :-Opens the Gallery deck of the Sidebar, where you can select images and audio clips to insert into your document.

Navigator:- Shows or hides the Navigator window, where you can quickly jump to different parts of your document. Navigator is also available as a deck of the Sidebar. You can also use the Navigator to insert elements from the current document or other open documents, and to organize master documents. To edit an item in the Navigator, right-click the item, and then choose a command from the context menu. If you want, you can dock the Navigator at the edge of your workspace.

Data Sources :-Lists the databases that are registered in LibreOffice and lets you manage the contents of the databases.

Full Screen :-Shows or hides the menus and toolbars in Writer or Calc. To exit the full screen mode, click the Full Screen button or press the Esc key.

Zoom:- Reduces or enlarges the screen display of LibreOffice.

Insert Menu

Page Break :-Inserts a manual page break at the current cursor position and places the cursor at the beginning of the next page.

Manual Break :-Inserts a manual line break, column break or a page break at the current cursor position.

Image :-Inserts an image into the current document with optimal page wrapping and centered on the line.

Media :-The submenu presents various sources that an image, audio or video can be insert from. LibreOffice Writer

Chart:- Inserts a chart based on data from a cell or table range or with default data.

Object :-Inserts an embedded object into your document, including formulas, 3D models, charts and OLE objects.

Shape :-This submenu contains common shapes like a line, circle, triangle, and square, or a symbol shape like a smiley face, heart, and flower that can be inserted into the document.

Fontwork:- Opens the Fontwork dialog from which you can insert styled text not possible through standard font formatting into your document.

Textbox :-Draws a text box with horizontal text direction where you drag in the current document. Drag a text box to the size you want anywhere in the document, and then type or paste your text. Rotate the text box to get rotated text.

Comment :- Inserts a comment around the selected text or at the current cursor position.

Frame :-This submenu contains both interactive and non-interactive means of inserting a frame.
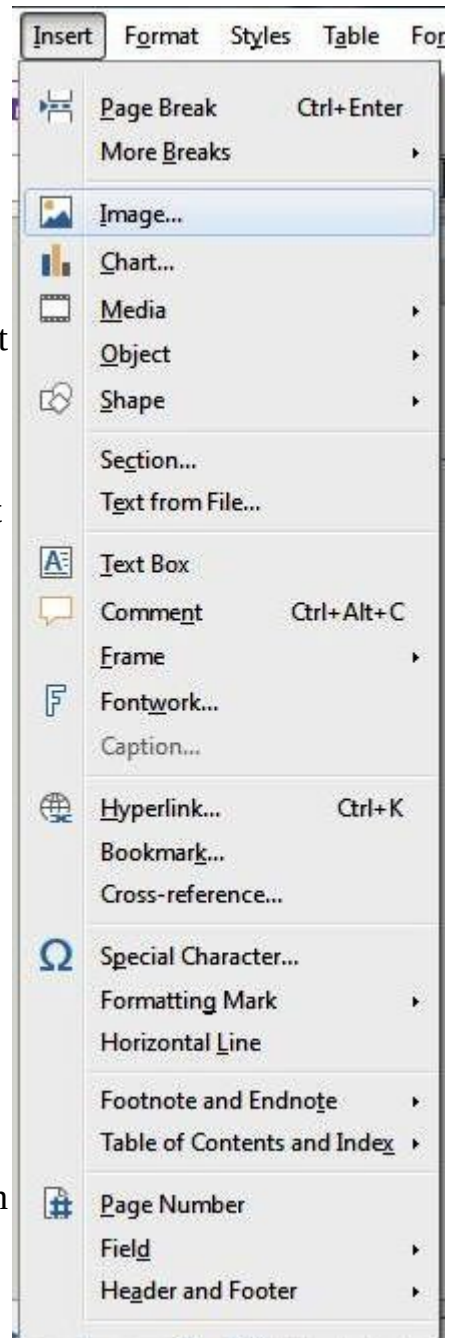
Caption:- Adds a numbered caption to a selected image, table, chart, frame, or shape. You can also access this command by right-clicking the item that you want to add the caption to.

Hyperlink:- Opens a dialog that enables you to create and edit hyperlinks.

Bookmark:-Inserts a bookmark at the cursor position. You can then use the Navigator to quickly jump to the marked location at a later time. In an HTML document, bookmarks are converted to anchors that you can jump to from a hyperlink.

Cross-references :-This is where you insert the references or referenced fields into the current document. References are referenced fields within the same document or within sub-documents of a master document.

Special Character:- Allows a user to insert characters from the range of symbols found in the installed fonts.

Formatting Mark:- Opens a submenu to insert special formatting marks like non-breaking space, soft hyphen, and optional break.

Horizontal Line:- Inserts a horizontal line at the current cursor position. LibreOffice Writer

Footnote and Endnote :-The menu contains commands to insert a footnote or endnote with or without additional user interaction.

Table of Contents and Index:- Opens a menu to insert an index or bibliography entry, as well as inserting a table of contents, index, and or bibliography.

Page Number:- Inserts the current page number as a field at the cursor position. The default setting is for it to use the Page Number character style.

Fields :-The submenu lists the most common field types that can be inserted into a document at the current cursor position. To view all of the available fields, choose More Fields.

Header and Footer :-This submenu includes commands to add and remove page headers and footers. LibreOffice Writer

Envelope:- Creates an envelope. On three tab pages, you can specify the addressee and sender, the position and format for both addresses, the size of the envelope, and the envelope orientation.

Format Menu

Text :-Opens a sub menu where you can choose text formatting commands.

Spacing :-Change line spacing, Indent and paragraph spacing.

Align :-Align text(Left, Right, Center).

List :-show/hide all Bullets and Number in current document.

Clone Formatting:- You can quickly copy or clone a set of formatting commands that has been applied to a text.

Clear Direct Formatting:- Removes direct formatting and formatting by character styles from the selection.

Character :-Changes the font and the font formatting for the selected characters.

**Paragraph :-**Modifies the format of the current paragraph, such as indents and alignment.

Bullets and Numbering :-Adds numbering or bullets to the current paragraph, and lets you edit format of the numbering or bullets.

Page Style:- Specify the formatting styles and the layout for the current page style, including page margins, headers and footers, and the page background.

Columns :-Specifies the number of columns and the column layout for a page style, frame, or section.

Watermark :-Watermarking is a way of inserting any graphic or text in all the pages of a Writer document to make sure that the document is not copied.

Sections :-Changes the properties of sections defined in your document. To insert a section, select text or click in your document, and then choose Insert – Section.
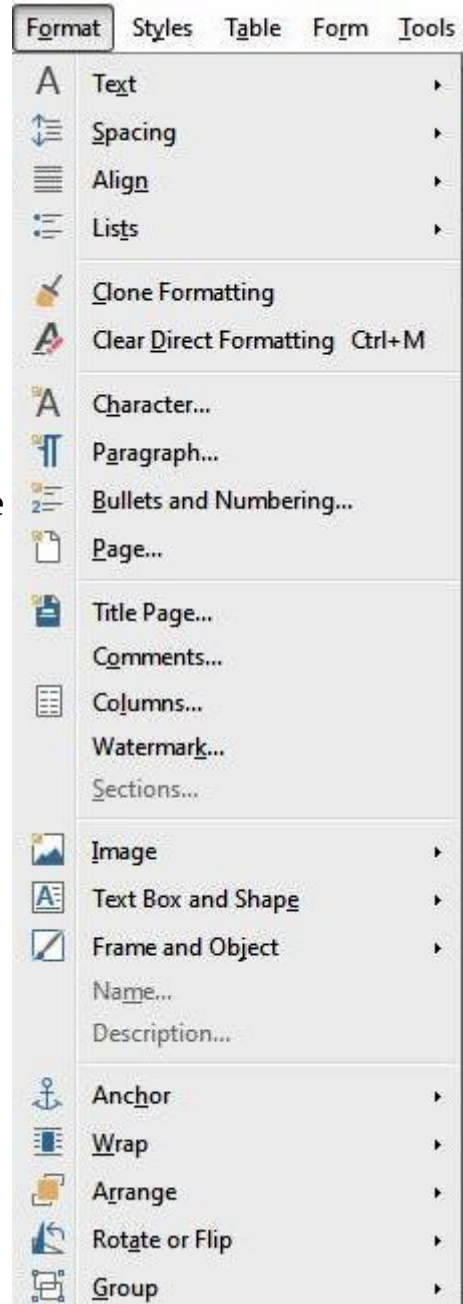
Image:- Formats the size, position, and other properties of the selected image.

Frame:- Inserts a frame that you can use to create a layout of one or more columns of text and objects.

Object :-Opens a submenu to edit the properties of the selected object.

Anchor :-Sets the anchoring options for the selected object.

Wrap :-Specify the way you want text to wrap around an object. You can also specify the spacing between the text and the object.

Alignment (Objects):- Aligns selected objects with respect to one another.

Alignment (Text Objects):- Set the alignment options for the current selection.

Arrange:- Changes the stacking order of the selected object

Group :-Groups keep together selected objects, so that they can be moved or formatted as a single object.

Style Menu

Text body :-this option is the style of writing normal text, just like there was normal no spacing Heading 1 heading 2.

Title :-with the help of this option you can give the title style. If you select the text and click on it then the selected text will change to the title.

Subtitle :-with the help of this option you can give subtitle style if you select the text and click on it then the selected text will change to subtitle.

Heading 1/Heading 2/Heading 3:- With the help of this option you can give heading one style. If you select the text and click on it then the selected text will change to heading one.

Quotations:- use this option to write the quotation text in which it slips slightly to the right from its space.

Preformatted text:- is used to select this text written with its help and give it a font style like code. Similarly, the source code is also there. There is not much difference between the two.

Default character:- is used to write text in the default text style. It is also known as normal text which is already active.
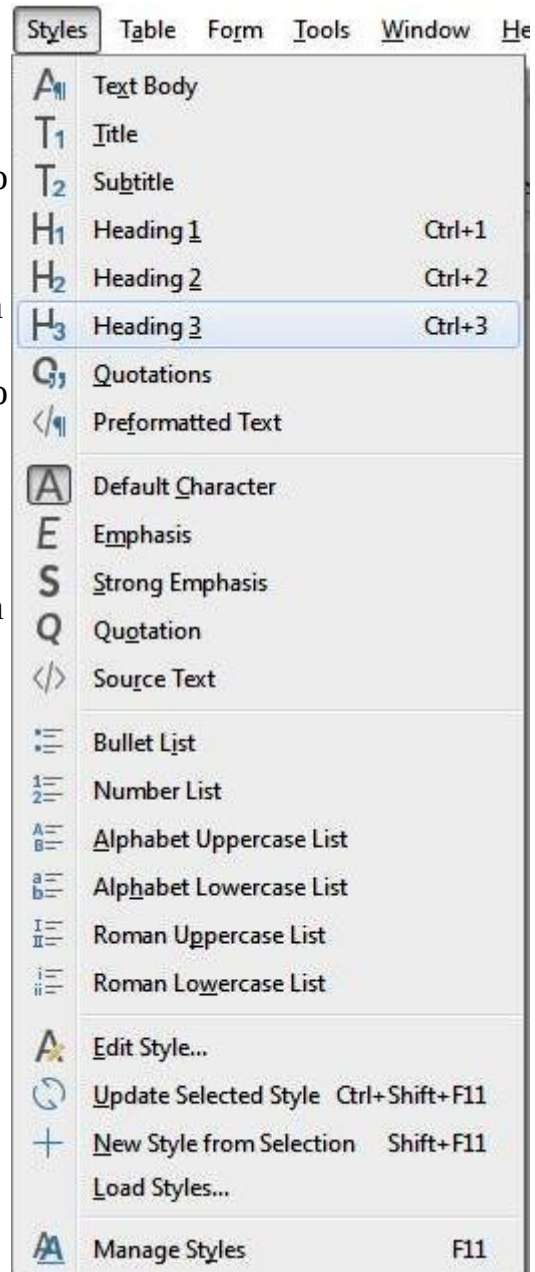
Emphasis:- is used to italicize your selected text with bold.

Source code:- Is used to write in the form of coding.

Bullet list :-is used to prepare a bullet list. It is also called unordered list.

Number list:- it is used to prepare the list. This is called an ordered list.

Alphabet uppercase List :-order list capital is used to prepare list in the form of A,B,C,D.

Alphabet lowercase list:-It is used to prepare a small list in the form of a,b,c,d.

Roman uppercase list:-Order List Capital Roman numerals are used to prepare the list in the form of I, II,III, IV.

Roman lowercase list:- this small Roman numeral are used to prepare list in the form of i, ii, iii, iv.

Edit style:-Edit style. By default, customize the given style and use it to create your own style and after creating it, the style can be applied in one click by selecting the text.

Update selected style:- with the help of this option we can save the selected style after making some changes.

New style from selection :-with the help of this option, it is used to save a new style which we can set the way we want to use it like default first page, left page etc.

Load style :-with the help of this option we can use the template that is pre-made design in LibreOffice writer, which we can select according to the categories.

Manage style:- with the help of this option we can manage our template style like deleting, adding, making some changes etc.

Table Menu

Insert Table:- Inserts a new table. Insert Columns Inserts columns.

Insert :-
- ✔ **Columns-** Inserts columns.
- ✔ **Rows-** Inserts rows.

Delete :-
- ✔ **Table -**Deletes the current table.
- ✔ **Columns-**Deletes the selected columns.
- ✔ **Rows -**Deletes the selected row

Select :-
- ✔ **Table-** Selects the current table.
- ✔ **Column-** Selects the current column.
- ✔ **Row -**Selects the current row.
- ✔ **Cell -**Selects the current cell.

Merge Cells :-Combines the contents of the selected table cells into a single cell.

Split Cells :-Splits the cell or group of cells horizontally or vertically into the number of cells that you enter.

Merge Table:- Combines two consecutive tables into a single table. The tables must be directly next to each other and not separated by an empty paragraph.

Split Table:- Splits the current table into two separate tables at the cursor position. You can also access this command by right-clicking in a table cell.

Table AutoFormat :-Automatically applies formats to the current table, including fonts, shading, and borders.

Column width :- Opens the Column Width dialogue where you can change the width of a column.

Optimal Column Width:- Automatically adjusts column widths to match the contents of the cells. Changing the width of a column does not affect the width of the other columns in the table. The width of the table cannot exceed the page width.
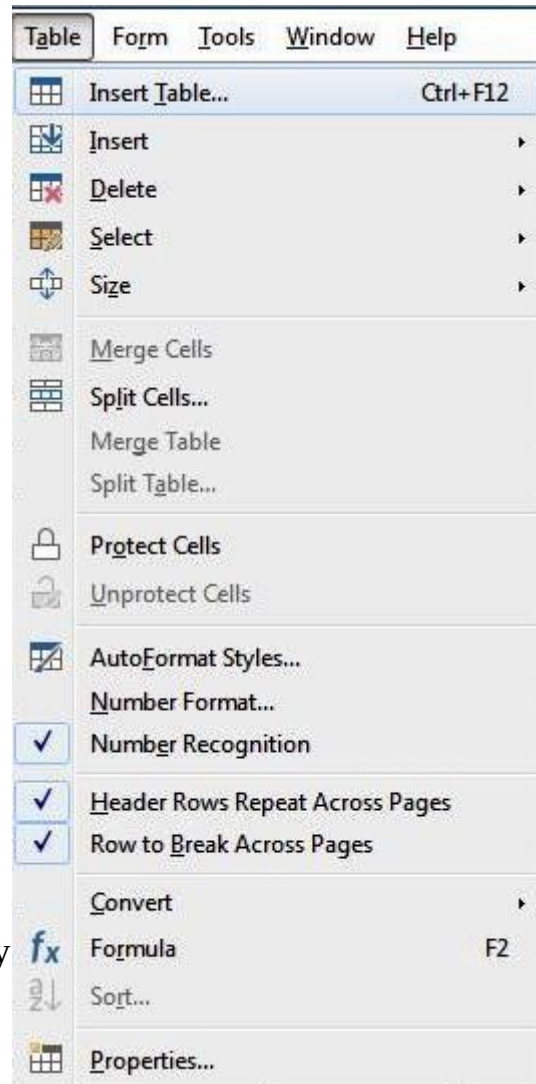
Row Height:- Opens the Row Height dialogue where you can change the height of a row.

Convert :-
* ✔ **Text to Table** -Opens a dialogue where you can convert the selected text to a table.
* ✔ **Table to Text** -Opens a dialogue where you can convert the current table to text.

Sort :-Sorts the selected paragraphs or table rows alphabetically or numerically. You can define up to three sort keys as well as combine alphanumeric and numeric sort keys.

Formula :-Opens the Formula bar to enter or edit a formula.

Number Format:-Opens a dialogue where you can specify the format of numbers in the table.

Table Properties:- Specifies the properties of the selected table, for example, name, alignment, spacing, column width, borders, and background.

Form menu

* ✔ LibreOffice Base allows you to create databases that can be used by any user thanks to its handy forms tool.
* ✔ With the forms generator, you can create multiple, easy to use forms that allow data entry into the databases.
* ✔ There are two ways to create forms with LibreOffice Base: the Forms Wizard or the Design
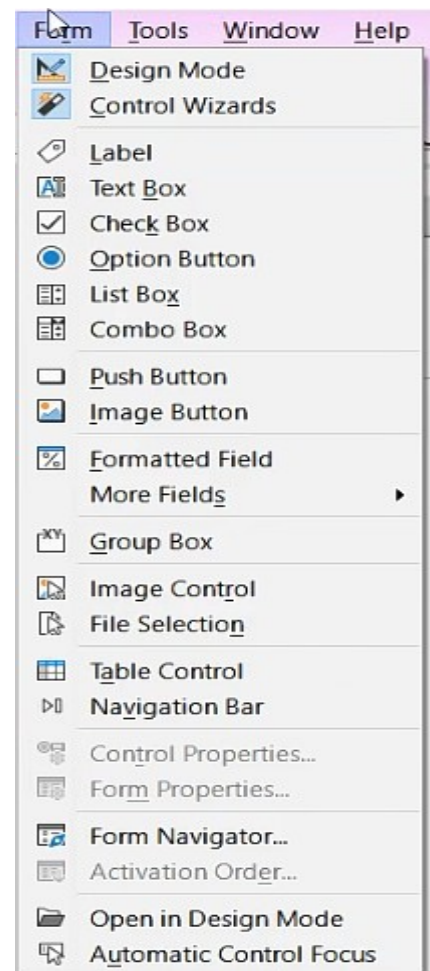
Tools Menu

Spelling :-Checks spelling manually.

Language :-Opens a submenu where you can choose language specific commands.

Word Count:- Counts the words and characters, with or without spaces, in the current selection and in the whole document. The count is kept up to date as you
type or change the selection.

AutoCorrect :-Options Sets the options for automatically replacing text as you type.

AutoText :-Creates, edits, or inserts Auto Text. You can store formatted text, text with graphics, tables, and fields as Auto Text. To quickly insert Auto Text, type the shortcut for the Auto Text in your document, and then press Ctrl+F3.
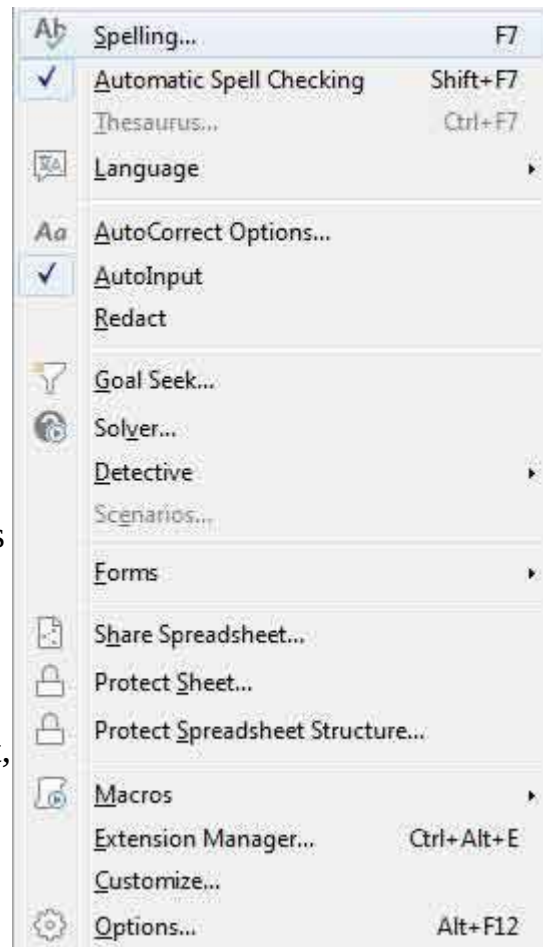
Image Map:- Create image map to selected area.

Chapter Numbering:- Specifies the number format and the hierarchy for chapter numbering in the current document.

Line Numbering :-Adds or removes and formats line numbers in the current document. To exclude a paragraph from line numbering, click in the paragraph, choose Format - Paragraph, click the Numbering tab, and then clear the Include this paragraph in line numbering check box.

Footnotes and Endnotes:- Specifies the display settings for footnotes and endnotes.

Mail Merge Wizard :-Starts the Mail Merge Wizard to create form letters or send e-mail messages to many recipients.

Address Book Source :-It is used to enter the source of the created file

Bibliography Database :-Insert, delete, edit, and organize records in the bibliography database.

Sort:- Sorts the selected paragraphs or table rows alphabetically or numerically. You can define up to three sort keys as well as combine alphanumeric and numeric sort keys.

Calculate :-Calculates the selected formula and copies the result to the clipboard.

Update:- Updates items in the current document that have dynamic contents, so as fields and indexes.

Macros:- Lets you record or organize and edit macros.

Extension Manager:- The Extension Manager adds, removes, disables, enables, and updates LibreOffice extensions.

Customize :-Customizes LibreOffice menus, context menus, shortcut keys, toolbars, and macro assignments to events.

Options :-This command opens a dialog for a customized program configuration.

Windows Menu

New window:- on clicking this option, a new copy of Open Window is created.

Close window:- open window or close as soon as you click on this option.

Help Menu

Libre office help (F1):- It is used for any kind of assistant related to Libra office.