

LibreOffice Calc (Spread Sheet)

Shortcut keys.

SHORTCUT	ACTION
Navigation	
Ctrl + Home	Move cursor to A1
Ctrl + End	Move cursor to last cell with data inside
Home	Move cursor to first cell of the row
End	Move cursor to last cell of the row
Shift + Home	Select from current cell to first cell of the row
Shift + End	Select from current cell to last cell of the row
Shift + Page up	Select from the current cell up a page
Shift + Page down	Select from the current cell down a page
Ctrl + Left arrow	Move cursor left of the current data range
Ctrl + Right arrow	Move cursor right of the current data range
Ctrl + Up arrow	Move cursor to the top of the current data range
Ctrl + Down arrow	Move cursor to the bottom of the current data range
Ctrl + Shift + Arrow	Select all cells containing data, in the direct of the arrow
Ctrl + Page up	Move sheet right
Ctrl + Page down	Move sheet right
Alt + Page up	Move one screen left
Alt + Page down	Move one screen right
Alt + Down arrow	Increase current height row
Alt + Up arrow	Decrease current height row
Alt + Right arrow	Increase current column width
Alt + Left arrow	Decrease current column width
Alt + Shift + Arrow	Fits column width and row height based on current cell
Shift + Ctrl + Page up	Adds previous sheet to current sheet
Shift + Ctrl + Page down	Adds next sheet to current sheet
Ctrl + *	Selects data range contained by the cursor
Ctrl + /	Selects matrix formula contained by the cursor
Ctrl + Plus	Insert cells
Ctrl + Minus	Delete cells
Enter	Move cursor one cell down

SHORTCUT	ACTION
Ctrl + `	Display/hide formulas
Formatting	
Ctrl + 1	Open Format cells
Ctrl + Shift + 1	Two decimal places
Ctrl + Shift + 2	Exponential format
Ctrl + Shift + 3	Date format
Ctrl + Shift + 4	Currency format
Ctrl + Shift + 5	Percentage format
Ctrl + Shift + 6	Standard format
Functions	
Ctrl + F1	Show comment
F2	Enter Edit mode
Ctrl + F2	Open Function wizard
Shift + Ctrl + F2	Move cursor to input line
Ctrl + F3	Open Define names
Shift + Ctrl + F4	Show/hide Database explorer
F4	Rearrange references
F5	Show/hide Navigator
Shift + F5	Traces dependents
Shift + Ctrl + F5	Moves cursor to Sheet area
F7	Check spelling
Shift + F7	Traces precedents
Ctrl + F7	Opens Thesaurus
F8	Enable/disable additional selection mode
Ctrl + F8	Highlight cells containing values
F9	Recalculate formulas in current sheet
Ctrl + F9	Update chart
Ctrl + Shift + F9	Recalculate formulas in all sheets
F11	Open Styles
Shift + F11	Create a document template
Shift + Ctrl + F11	Update the template
F12	Group the selected data range
Ctrl + F12	Ungroup the selected data range

Calc menu

LibreOffice Calc is a spreadsheet program that allows users to create, edit, and manipulate data in a tabular format. The program is free and open-source, and is part of the LibreOffice suite of productivity software. Here are some notes on the Calc menu:

1. **File menu:** The File menu contains options to create, open, save, and print spreadsheets. It also includes options for exporting and importing data in various formats.
2. **Edit menu:** The Edit menu provides options to cut, copy, and paste data within a spreadsheet. It also includes options to undo and redo changes made to the spreadsheet.
3. **View menu:** The View menu allows users to customize the appearance of the spreadsheet by adjusting the zoom level, showing or hiding gridlines, and enabling or disabling various toolbars and panels.
4. **Insert menu:** The Insert menu contains options to insert various elements into a spreadsheet, such as cells, rows, columns, charts, and images.
5. **Format menu:** The Format menu allows users to format cells, rows, and columns in a variety of ways, including changing the font, size, and color of text, and adjusting the alignment of cells.
6. **Tools menu:** The Tools menu provides access to various utilities and features, including spell checking, data validation, and macros.
7. **Data menu:** The Data menu contains options to sort and filter data in a spreadsheet, as well as to perform calculations and create formulas.
8. **Window menu:** The Window menu provides options to arrange multiple open spreadsheets, and to switch between them.
9. **Help menu:** The Help menu provides access to the program's documentation and online support resources.