Libre Office

LibreOffice was first released on 28 September 2010 by “The Document Foundation”.
The first stable version was released on 25 January 2011.
LibreOffice you will see a window that displays the 6 main applications or features.
LibreOffice is an open source office suit originated from open office.
LibreOffice is a free office suit software.

MS Office Application	:	Libre Office Applications
WinWord		Writer
Excel		Calc
PowerPoint		Impress

LibreWriter

Run command	swriter
Extension Name	.odt
Default File Name	Untitled1
Working Area	Page

LibreCalc

Run command		scalc
Extension Name		.ods
Default File Name		Untitled1
Working Area		Spreadsheet
Rows		1048576
Column	V-7.3	AMJ(1024)
Column	V-7.4	XFD(16384)

LibreImpress

Run command	simpress
Extension Name	.odp
Default File Name	Untitled1
Working Area	Slide

Component		Notes
	**Writer**	A word processor with similar functionality and file support to Microsoft Word or WordPerfect. It has extensive WYSIWYG word processing capabilities, but can also be used as a basic text editor.[16] It can also create fillable forms via PDF or the Forms tab.
	**Calc**	A spreadsheet program, similar to Microsoft Excel or Lotus 1-2-3. It has several unique features, including a system which automatically defines series of graphs, based on information available to the user.[16][27]
	**Impress**	A presentation program resembling Microsoft PowerPoint. Impress has support for multiple file formats including PPTX, ODP, and SXI. Presentations can also be exported as SWF files, allowing them to be viewed on any computer with Adobe Flash Player installed.[16][28]
	**Draw**	A vector graphics editor, raster graphics editor, and diagramming tool similar to Microsoft Visio, CorelDRAW, and Adobe Photoshop. It provides connectors between shapes, which are available in a range of line styles and facilitate building drawings such as flowcharts. It also includes features similar to desktop publishing software such as Scribus and Microsoft Publisher.[29] It can also act as a PDF file editor.
	**Math**	An application designed for creating and editing mathematical formulae. The application uses a variant of XML for creating formulas, as defined in the OpenDocument specification. These formulas can be incorporated into other documents in the LibreOffice suite, such as those created by Writer or Calc, by embedding the formulas into the document.[30]
	**Base**	A database management program, similar to Microsoft Access. LibreOffice Base allows databases to be created and managed, and the generation of forms and reports of database content. Like Access, it can be used to create small embedded databases that are stored with the document files (using Java-based HSQLDB and C++ based Firebird as its storage engine), and for more demanding tasks it can also be used as a front-end for various database management systems, including Microsoft JET, ODBC/JDBC data sources, and MySQL, MariaDB, PostgreSQL and Microsoft Access.[16][31]

Other important Shortcut keys for Libreoffice

- **Ctrl+A -** Select All
- **Ctrl+D -** Double Underline
- **Ctrl+E -** Centered
- **Ctrl+F -** 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 -** Apply Default paragraph style
- **Ctrl+1 -** Apply Heading 1 paragraph style
- **Ctrl+2 -** Apply Heading 2 paragraph style
- **Ctrl+3 -** Apply Heading 3 paragraph style
- **Ctrl+5 -** 1.5 Line Spacing

Most essential Shortcut Keys for LibreOffice Writer

- **F2 -** Formula Bar
- **Ctrl+F2 -** Insert Fields
- **F3 -** Complete AutoText
- **Ctrl+F3 -** Edit AutoText
- **F4 -** Open Data Source View
- **Shift+F4 -** Select next frame
- **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 and Formatting 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
- **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.

Libre Office Calc Keyboard Shortcuts

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
Ctrl + `	Display/hide formulas
Formatting	

SHORTCUT	ACTION
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

Function Keys for LibreOffice Impress

Shortcut Keys	Effect
F2	Edit text.
F3	Edit group.
Ctrl+F3	Exit group.
Shift+F3	Duplicate
F4	Position and Size
F5	View Slide Show.
Ctrl+Shift+F5	Navigator
F7	Spellcheck
Ctrl+F7	Thesaurus
F8	Edit Points.
Ctrl+Shift+F8	Fit text to frame.
F11	Styles and Formatting

Shortcut Keys in Slide Shows

Shortcut Keys	Effect
Esc	End presentation.
Alt+Page	Down Go to next slide without playing effects.
Alt+Page	Up Go to the previous slide without playing effects.
Home	Jump to first slide in the slide show.
End	Jump to the last slide in the slide show.
Ctrl +Page Up	Go to the previous slide.
Ctrl +Page Down	Go to the next slide.

Shortcut Keys	Effect
Arrow key	Moves the selected object or the page view in the direction of the arrow.
Ctrl+Arrow Key	Move around in the page view.
Shift + drag	Constrains the movement of the selected object horizontally or vertically.
Ctrl + drag	Hold down Ctrl and drag an object to create a copy of the object.
Alt key+click	Select the object behind the currently selected object.
Alt+Shift+click	Select the object in front of the currently selected object.
Shift+click	Select adjacent items or a text passage. Click at the start of a selection, move to the end of the selection, and then hold down Shift while you click.
Shift+Tab	Select objects in the reverse order in which they were created.
Escape	Exit current mode.
Enter	Activate a placeholder object in a new presentation.
Ctrl+Enter	Moves to the next text object on the slide.
PageUp	Switch to the previous slide. No function on the first slide.
PageDown	Switch to the next slide. No function on the last slide.