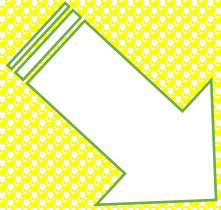# Libre office

Abhay Kumar Mishra

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Maharaja College,Ara

What is Libre office

LibreOffice is an office suite that allows you to create documents such as letters, posters, cards, presentations, slideshows, lists, budgets, charts, and much more. LibreOffice is open source, which means that all of the underlying code that makes the program work is available to anyone who wants to expand on or modify it. It is the superior successor to another popular office suite Open Office. Many people use LibreOffice as a free alternative to programs such as Microsoft Office or iWork. It is particularly helpful as it can open file types from several different other office suites, including Microsoft Office, WordPerfect, and Microsoft Works. LibreOffice is also a good option for those who only have very simplistic office applications on their computer (e.g. Microsoft Works, WordPad) or those who are attracted by LibreOffice's open source ethos. The application suite is available for all platforms of computers, including Windows, Mac OS, and Linux. Term: An office suite is a set of program that allows you to create documents on your computer, including letters, forms, financial documents, charts and graphs, databases, presentations, slideshows, posters, and cards. A typical office suite will include applications for word processing, spreadsheets, presentations, and design.

Advantage of libre office

•It's free (as in speech) which means you can change it and rebuild it should you desire.
•It's free (as in beer)

•It's cross-platform in that it's written in Java, so it'll run on pretty much any platform
•Since it and its file formats are open you will still have access to the source in years to come and won't be stuck with not being able to open old legacy documents, like MS Office et al have demonstrated in the past

•It defaults to using open standards, rather than Microsoft's "open" standards which aren't really that open
•It'll save PDFs without hassle

•You can download it to your computer without having to give up any personal information
•It's not a gazillion gigabytes to download
•You can install it on as many machines as you like
•You can give a copy to your friends

Disadvantage of libre office

- It doesn't do a lot of the more obscure things you can do in MS Office (if you don't know what they are, it's not surprising, most users are unlikely to notice)
- It doesn't come with technical support as part of whatever package you buy
- It doesn't 100% handle MS' proprietary formats, or indeed their fake "open" formats (which can contain binary information which isn't in the spec)
- The table handling in the word processor is worse than the one in MS Word, although since that's pretty awful anyway I don't see this as a problem. If you're using funky tables in your document, you probably shouldn't be using a word processor in the first place
- It's a bit slower, and uses up a lot of memory, because Java.
- change tracking in MS Office is more advanced.

The LibreOffice Suite LibreOffice provides several different programs, with different functions for each. Below we list the programs available and what they do.

Writer

Writer is a general-purpose **word processing** program (similar to Microsoft Word). It can be used to create letters, reports, lists, and other text-heavy documents. You can adorn these documents with tables and pictures. Documents can be printed, if desired. This walkthrough was made using Writer

Calc

Calc can be used to create **spreadsheets** (similar to Microsoft Excel) tabular documents that can be used for budgeting, inventory, databases of addresses, forms, and more. Formulas can be used to dynamically calculate figures. You can also generate colorful charts and graphs

Impress

This program is your go-to place for **presentations** (similar to Microsoft PowerPoint), such as if you're asked to present on a topic to a public group or would like to display a slideshow. You can insert text, pictures, charts, and tables. Slides and information can also be animated in various ways for emphasis
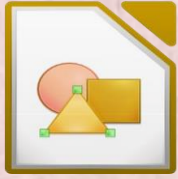
draw

Used for more free-form documents (similar to Microsoft Publisher), Draw is a great way to make posters, cards, and other documents that require a bit of **creativity**. It makes it particularly easy to insert pictures, change the appearance of text, and create customized shapes.

Base

Base is a powerful **database** program (similar to Microsoft Access) that allows you to enter large amounts of data and generate custom forms and reports from that data. It's best used to large projects, such as tracking store inventories. Base probably has little application for a home user.

Math

This specialized program is used to create the text of **mathematical formulas**. Such formulas often use particular characters and formatting. Math can be used to create visual representations of formulas that would be difficult to do with other applications.
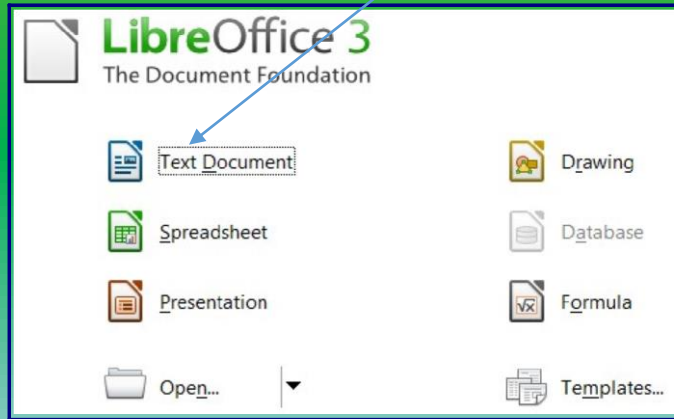
write

You can open LibreOffice in a couple of different ways. First, you can double-click the icon that was created on your desktop during the install process. A screen similar to the one at right will open. From here, you can choose what type of document you'd like to open, and LibreOffice will open the correct application. You can also open all of the LibreOffice applications from the main menu of your computer (the Start Menu then "All

Writer can be used to create a number of different types of documents tat primarily focus on text. For instance, at left is a letter that includes a letterhead image. In addition to simply being able to type text, Writer can also do more complex things such as allow you to insert images (such as the letterhead image in the example), tables, charts, bulleted lists, and much more.

Programs" in Windows, the Applications menu on Macs, or the applications or main menu of Linux-based operating systems).

Clicking "Text Document" will open Writer, the word processing program. The Writer opening screen is explained below.

Menus:
Click the menus to access many additional functions of Writer, such as alternate views, inserting objects into your documents, adjusting font and document properties, and more.
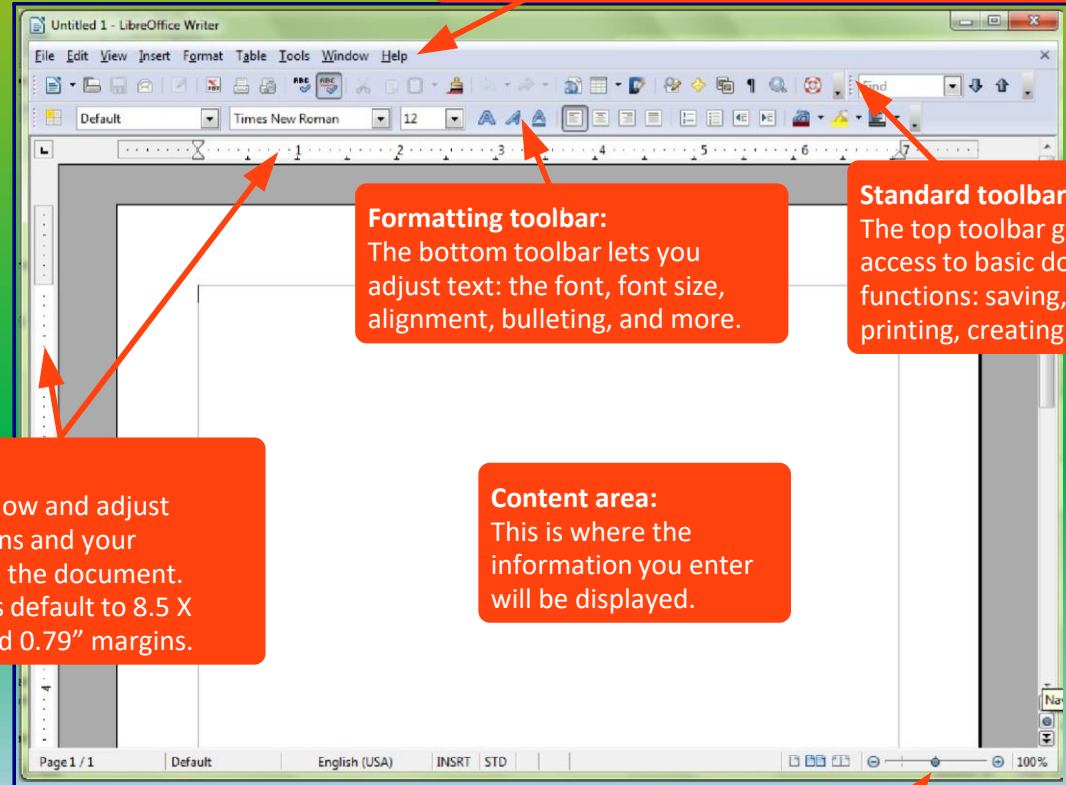
Formatting toolbar:
The bottom toolbar lets you adjust text: the font, font size, alignment, bulleting, and more.

Standard toolbar:
The top toolbar gives access to basic document functions: saving, opening, printing, creating PDFs, etc.

Rulers:
Lets you know and adjust your margins and your position on the document. Documents default to 8.5 X 11" size and 0.79" margins.

Content area:
This is where the information you enter will be displayed.

Zoom:
Use this slider to adjust how large the document looks on the screen. This does *not* affect the size of the document when it prints.

File Edit View Insert Format Table Tools Window Help

Default | Verdana | 11

1800 Sherman Avenue · North Bend, OR 97459
(541) 756-0400
NORTH BEND PUBLIC LIBRARY

March 16, 2009

Faye Chadwell
Oregon Library Association
PO Box 2042
Salem, OR 97302-2042

Dear Ms. Chadwell:

It is challenging to nominate **Gary Sharp**, director of the North Bend Public Library (NBPL), for an award like Oregon Librarian of the Year. The challenge comes not because Gary is unworthy of such an accolade. Quite to the contrary, as you will see. Instead, the task is difficult because Gary is not one to trumpet his accomplishments. Indeed, the man is so modest that he likely does not even consider the significance of what he has done for the North Bend Public Library, the Bay Area, and the Oregon library community. His unassuming and humble nature are part of what endears him to people. As one of NBPL's volunteers recently noted, "*He has an air about him that makes you feel like you're at home.*"

Page 1 / 6   First Page   English (USA)   INSRT   STD   100%

File Edit View Insert Format Table Tools Window Help

Default | Verdana | 24

Introduction to Mozilla Firefox

COASTLINE
COOS COUNTY LIBRARY NETWORK

Objective

Many people use Internet Explorer to access the internet. However, Mozilla Firefox is another very popular program that allows you to surf the web. This walkthrough gives you a basic overview of Firefox and its various features including adding bookmarks, tabbed browsing, searching the web, and others. You will also learn a bit about why many people have decided to use Firefox instead of Internet Explorer. This walkthrough assumes that you are currently using Internet Explorer 8 on Windows XP. However, Firefox is available on a variety of other operating systems including Mac OS, Linux, and other versions of Microsoft Windows.

Outline

Page 1 / 9   Default   English (USA)   INSRT   STD   78%

Because of Writer's versatility, it can be used to create fairly complicated documents such as reports, detailed walkthroughs such as the one at right or the one you're reading right now! Thanks to the "Save as PDF" function, easily available on the toolbar, you can also send the documents to others and ensure that they can open it no matter what operating system or office suite they use.
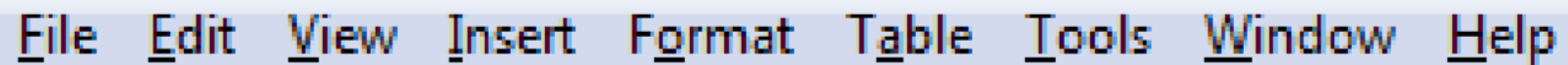
Menus and toolbars

Many of the functions and tools available in LibreOffice are accessed through the menus and toolbars. Each program in LibreOffice uses slightly different menus and toolbars, but they also share many common features. You can use your mouse to navigate these menus by leftclicking the appropriate word or icon.

The **menu bar** (shown below) is used to access all of the functions available in a program. By left-clicking the words at the top of the screen, you have the option to select various tools and make changes. For instance, clicking the "Insert" menu in Writer allows you to insert headers & footers, images, tables, and more. Left-clicking on one of the options under a menu will often open a small window that lets you adjust options. For instance, if you open the "Insert" menu, then click "Table," a window will appear that asks you how many columns and rows you'd like to have in your table.

Toolbars are icons that allow you even quicker access to LibreOffice's tools. Moving your mouse cursor over an icon opens a small hovering explanation of what that icon will do if you click it.

The **standard toolbar**, shown below, is common across all LibreOffice applications. It allows you to perform basic functions with the document: saving, printing, checking spelling, searching for text etc.

Toolbars are icons that allow you even quicker access to LibreOffice's tools. Moving your mouse cursor over an icon opens a small hovering explanation of what that icon will do if you click it.

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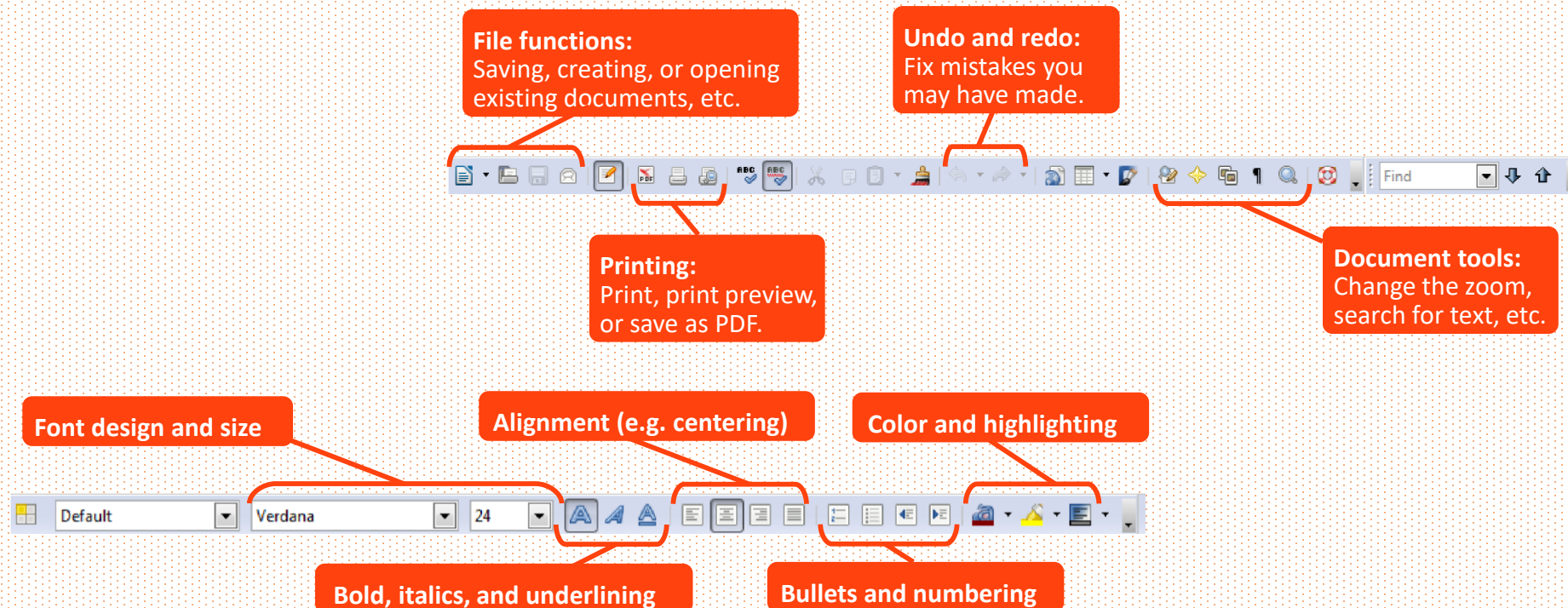
Another common toolbar is the **formatting toolbar**. It is used to change the appearance of text by making it bold, underlined, changing its size and design, and more. To change text, click and hold your left mouse button and drag your cursor over some text to highlight it. You can then select options from the formatting toolbar (such as clicking the "bold" icon) to change the appearance of the text.

There are different toolbars in the different applications depending on what you are doing. You can view or add more toolbars to your screen by clicking the "View" menu, moving your cursor over "Toolbars," and then left-clicking the toolbar you want to open. Many toolbars will open automatically when you use certain tools. For instance, when you insert a table in Writer, the "Table" toolbar will open automatically.

File functions:
Saving, creating, or opening existing documents, etc.

Undo and redo:
Fix mistakes you may have made.

Printing:
Print, print preview, or save as PDF.

Document tools:
Change the zoom, search for text, etc.

Font design and size

Alignment (e.g. centering)

Color and highlighting

Bold, italics, and underlining

Bullets and numbering

Write General shortcut key

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	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	Calculates the selected text and copies the result to the clipboard.
Ctrl+Shift+-	Non-breaking hyphen (is not used for hyphenation)
Ctrl+* (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

Write General shortcut key

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+Delete	Delete text to end of word
Ctrl+Backspace	Delete text to beginning of word In a list
Ctrl+Delete+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+Shift+F10	Use this combination to quickly dock or undock the Navigator, Styles and Formatting window, or other windows

Write function shortcut key

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 / Bulle

Writer table shortcut key

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+Arrow Keys	Increase/decrease the size of the column/row on the left/top cell edge
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
Alt+Insert	3 seconds in Insert mode, Arrow Key inserts row/column, Ctrl+Arrow Key inserts cell
Alt+Delete	3 seconds in Delete mode, Arrow key deletes row/column, Ctrl+Arrow key merges cell with neighboring cell

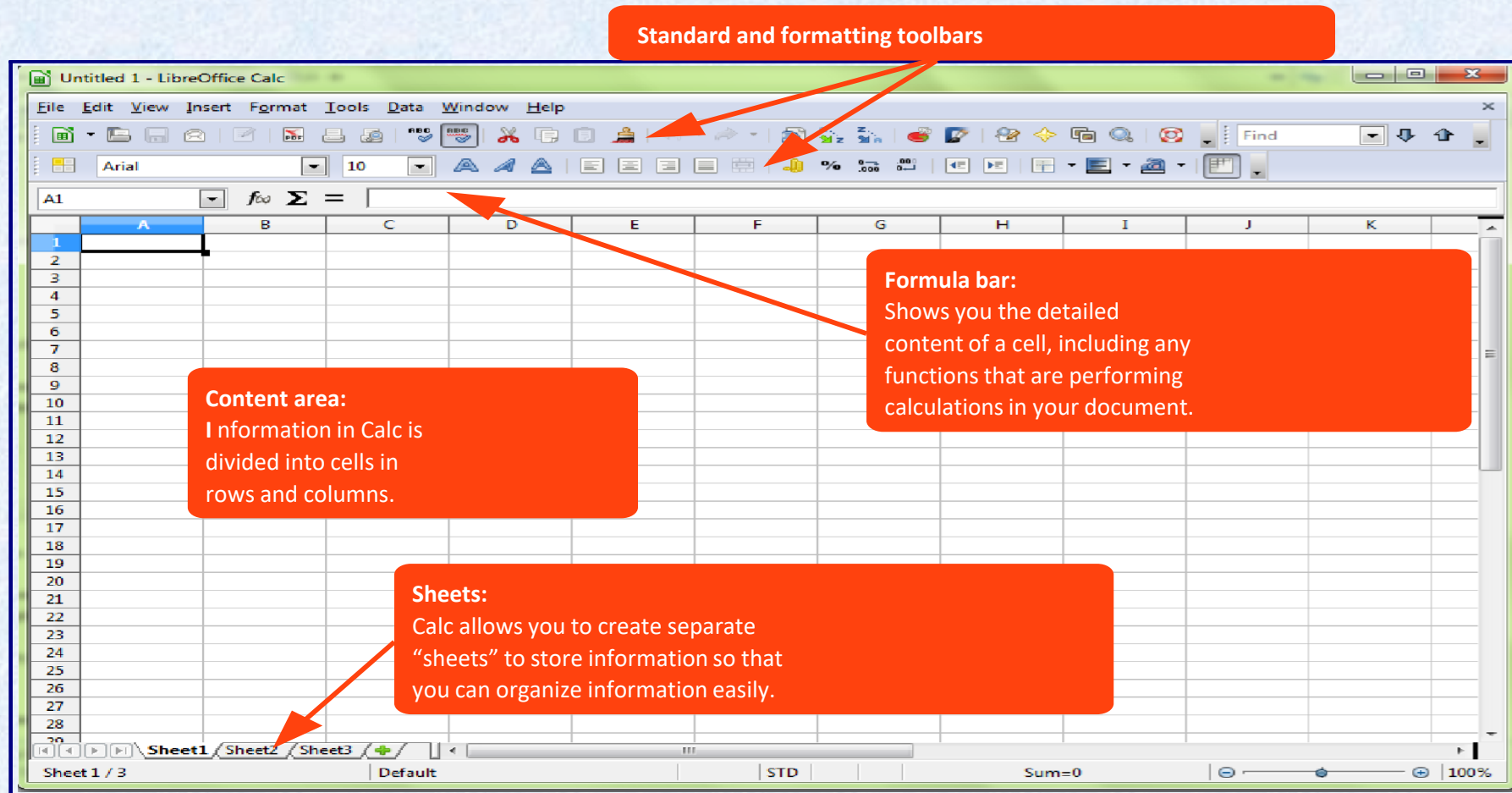# Writer shortcut key

Paragraphs and Heading Levels shortcut key

Ctrl+Alt+Arrow Up	Move the active paragraph or selected paragraphs up one paragraph.
Ctrl+Alt+Arrow Down	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	

## Moving resizing frame and graphics shortcut key

Esc	Cursor is inside a text frame and no text is selected: Escape selects the text frame.
F2	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).

Calc

Speaking of tables, LibreOffice includes an application that is specifically devoted to tabular information, whether textual or numerical: Calc. Calc is a spreadsheet program. Its documents are laid out in columns and rows, and the information can be manipulated to create charts and calculate figures. The Calc screen is explained below.

Standard and formatting toolbars

Formula bar:
Shows you the detailed content of a cell, including any functions that are performing calculations in your document.

Content area:
Information in Calc is divided into cells in rows and columns.

Sheets:
Calc allows you to create separate "sheets" to store information so that you can organize information easily.

Calc can be used for more than numerical purposes, though. It can also be used for lists, databases of address, schedules, and much more. At right is an example of a schedule made using Calc. The application's simple grid design makes it easy to layout a schedule. Separate sheets are used for each month, allowing for easy organization of the schedules. You can also format cells in various ways by adding gridlines, background colors, and more. Functions can be used to identify text as well as perform numerical operations. in the example on the left, functions are used to
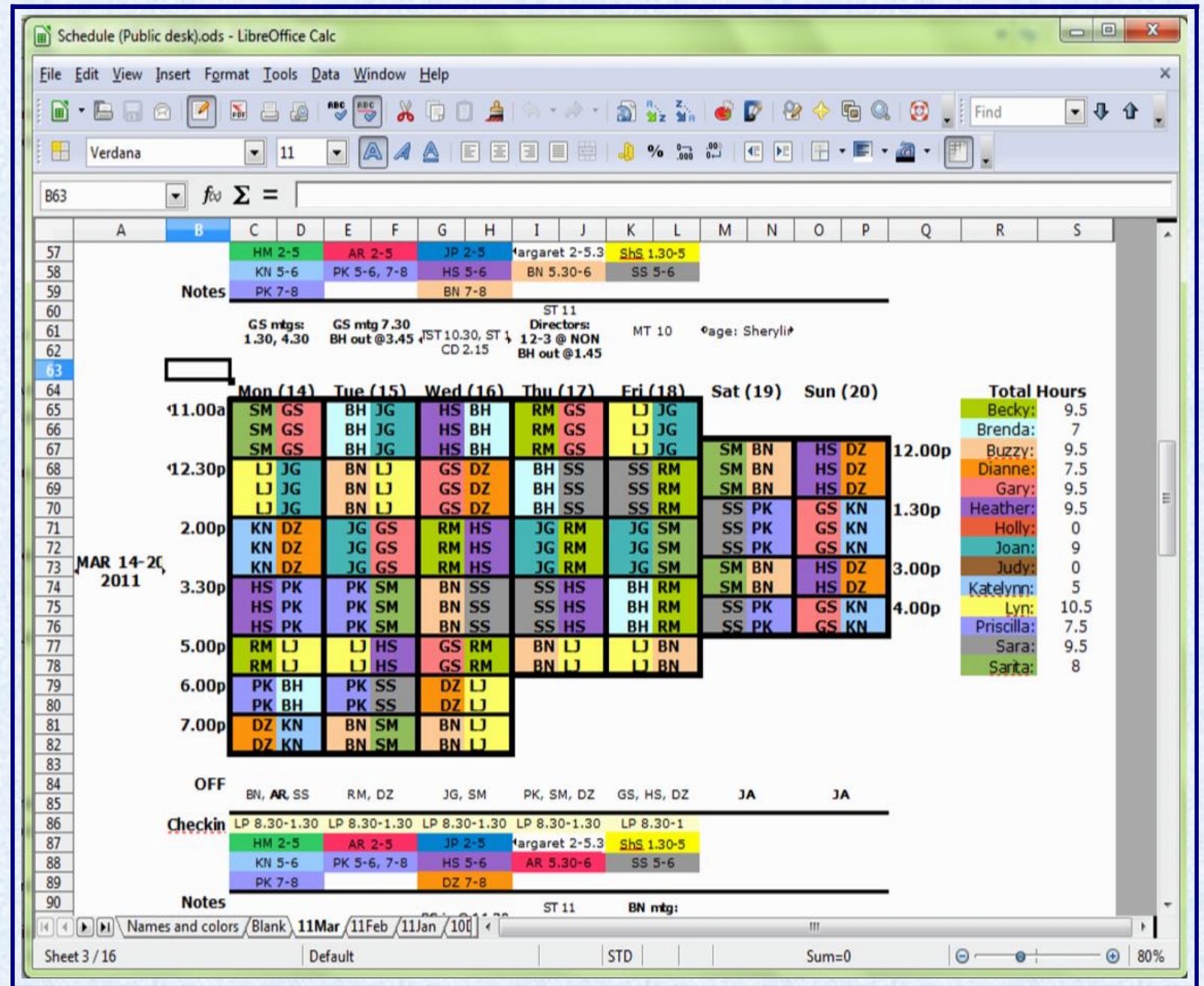
calculate how often each person appears in the schedule.

Calc excels at dealing with numbers. It can be used to create budgets, calculate statistics, and present data in easy-to-understand tabular format. Data can also be presented in charts, such as bar, line, or pie. At right is an example of a budget that was created using Calc. It makes liberal use of functions, which allow Calc to compute figures dynamically. Thus, if you change the contents of a cell, the function will autmatically update the calculation. Functions can do everything from adding up lists of numbers to counting occurrences of certain words or phrases to extremely complex statistical calculations. While it is beyond the scope of this walkthrough to discuss functions in detail, they are definitely one of the most powerful aspects of Calc.

Navigation and selection calc shortcut key

|	
Ctrl+Home	Moves the cursor to the first cell in the sheet (A1).
Ctrl+End	Moves the cursor to the last cell on the sheet that contains data.
Home	Moves the cursor to the first cell of the current row.
End	Moves the cursor to the last cell of the current row in a column containing data.
Ctrl+Left Arrow	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
Ctrl+Right Arrow	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
Ctrl+Up Arrow	Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty
Ctrl+Down Arrow	Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty
Ctrl+Shft+Arrow	Selects all cells containing data from the current cell to the end of the continuous range of data cells
Ctrl+ Page Up	Moves one sheet to the left. In the page preview it moves to the previous print page.
Ctrl+Page Down	Moves one sheet to the right. In the page preview it moves to the next print page.
Page Up	Moves the viewable rows up one screen.
Page Down	Moves the viewable rows down one screen.
Alt+Page Up	Moves the viewable columns one screen to the left.
Alt+Page Down	Moves the viewable columns one screen to the right.
Shft+Ctrl+Page Up	Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected
Shft+Ctrl+Page Down	Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected
Ctrl+*	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.
Ctrl+/	Selects the matrix formula range that contains the cursor. The / key is the division sign on the numeric key pad.
Enter - in a selected range	By default

Calc function shortcut key

F1	Displays the OOo help browser. When the help browser is already open F1 jumps to the main help page.
Shft+F1	Displays context help.
Ctrl+F1	Displays the note that is attached to the current cell.
F2	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
Ctrl+F2	Opens the Function Wizard.
Shft+Ctrl+F2	Moves the cursor to the input line where you can enter a formula for the current cell.
Ctrl+F3	Opens the Define Names dialog.
F4	Shows or hides the Database Sources menu.
Shft+F4	Rearranges the relative or absolute references (for example
F5	Shows or hides the Navigator.
Shft+F5	Traces dependents.
Shft+Ctrl+F5	Moves the cursor to the Name box.
F7	Checks spelling in the current sheet.
Ctrl+F7	Opens the Thesaurus if the current cell contains text.
Shft+F7	Traces precedents.
F8	Turns additional selection mode on or off. In this mode
Ctrl+F8	Highlights cells containing numeric values (not text).
F9	Recalculates all of the formulas in the sheet.
Ctrl+F9	Updates the selected chart.
F11	Opens the Styles and Formatting window where you can apply a formatting style to the contents of the cell or to the current sheet.
Shft+F11	Creates a document template.
Shft+Ctrl+F11	Updates the templates.
F12	Groups the selected data range.
Ctrl+F12	Ungroups the selected data range.
Alt+Down Arrow	Increases the height of current row.
Alt+Up Arrow	Decreases the height of current row.
Alt+Right Arrow	Increases the width of the current column.

Impress

If you choose to make your presentation from a template, you'll be given various options for slide designs. For instance, at right we've selected a theme called "Glacier: that puts a glacier image in the background and gives the text a black and white theme. You can also choose whether you intend to make the presentation directly from a computer, print it out on paper, or other options.
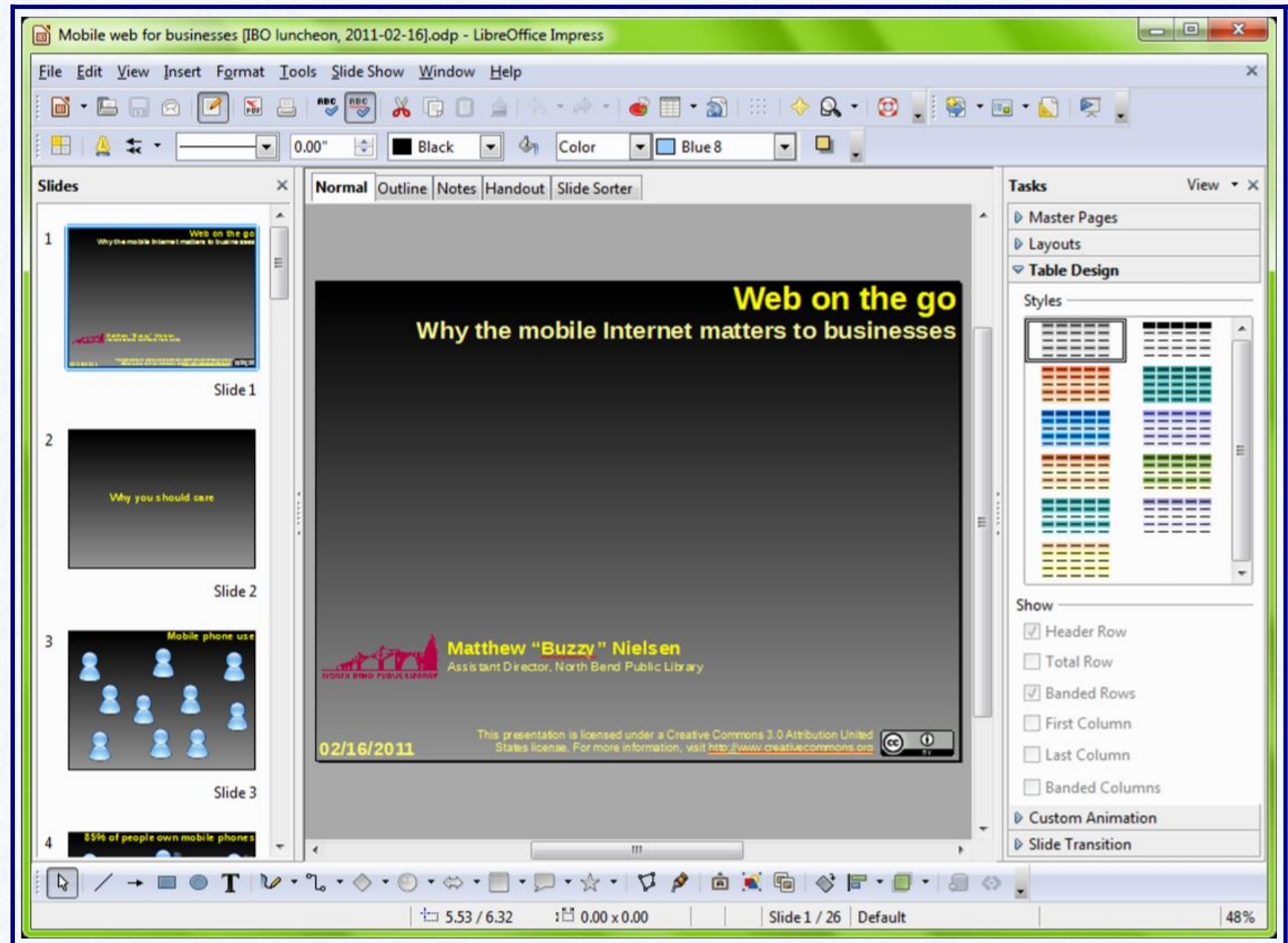
Sometimes, you may find yourself needing to give a public presentation, or maybe even a slideshow of photos for your family. Enter Impress. It is used to create presentations with slides. You can insert text, photos, clipart, videos, tables, charts, and much more into Impress slides. Slides typically include a title and then elements such as boxes for text or photos. You can animate various parts of the slide, as well as insert special effects when you move to a new slide. When you first open Impress, it will open a dialog window that asks what you'd like to do. You can open an empty presentation (simply white background with black text - a blank canvas!), open a presentation you've already made, or start a new presentation from a template. Templates are visual themes for a presentation. They'll typically change the background, font and color, and placement of various elements in the presentation. Use templates to make your presentation prettier!
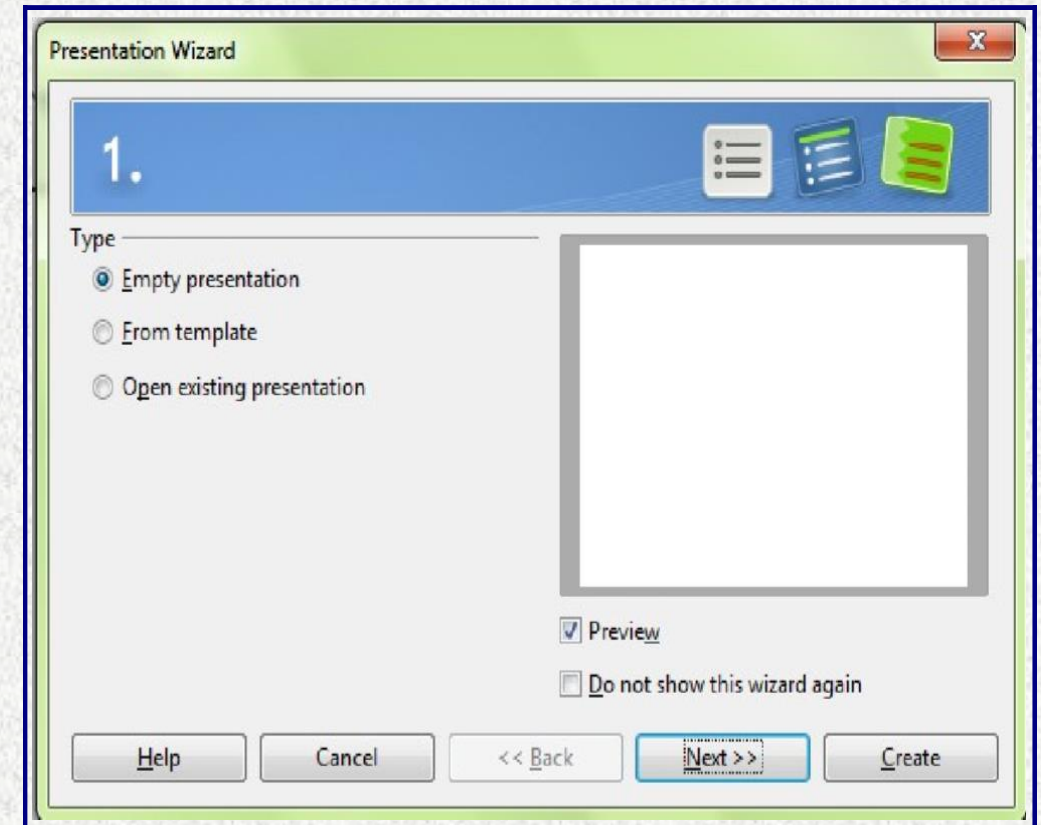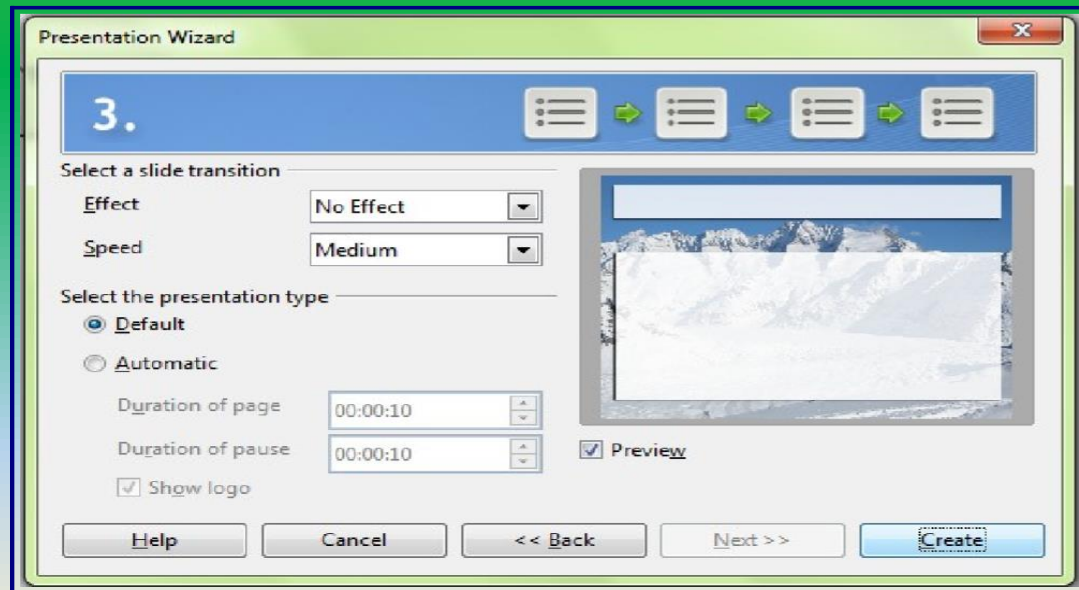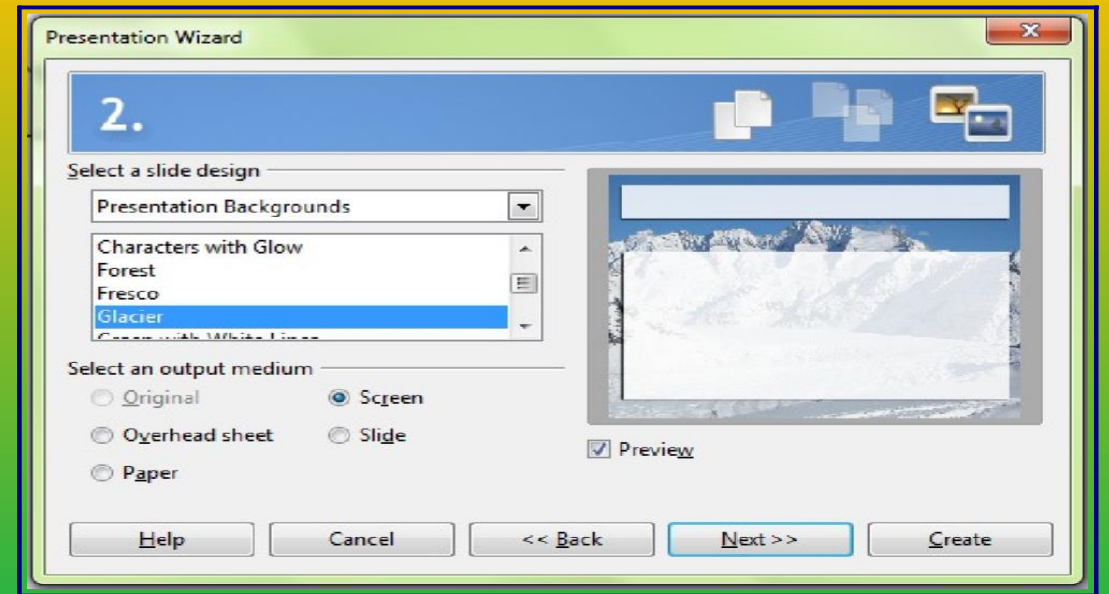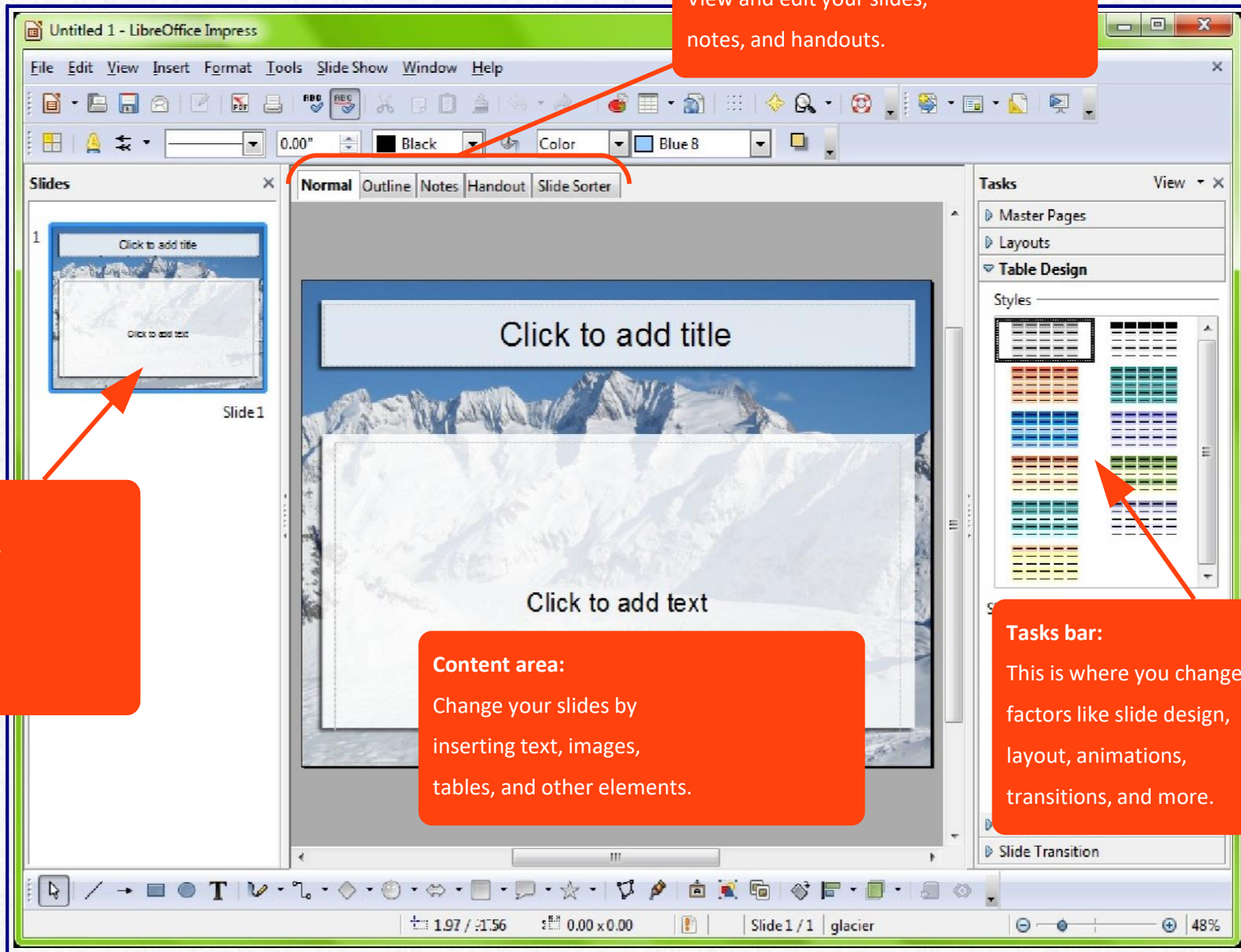
Impress also allows you to animate objects in your slides as well as the transitions between slides. If you open a presentation with the template, you can set a default animation between slides. If you're doing a slideshow, you can also set the presentation to automatically advance each slide without you having to do anything. While the animations and transitions in Impress are fun, however, they should be used judiciously, especially in public presentations. At right is an example of a customdesigned Impress presentation. You can use templates to design your presentations, as already explained, or you can design your own. In the example, the background has been changed as has the overall placement of text and images on the slides. Don't feel limited by the templates! You can even make presentations that have designs custom-made to fit your business or organization's logo and theme.

The Impress screen is explained a bit more below.

Impress shortcut key

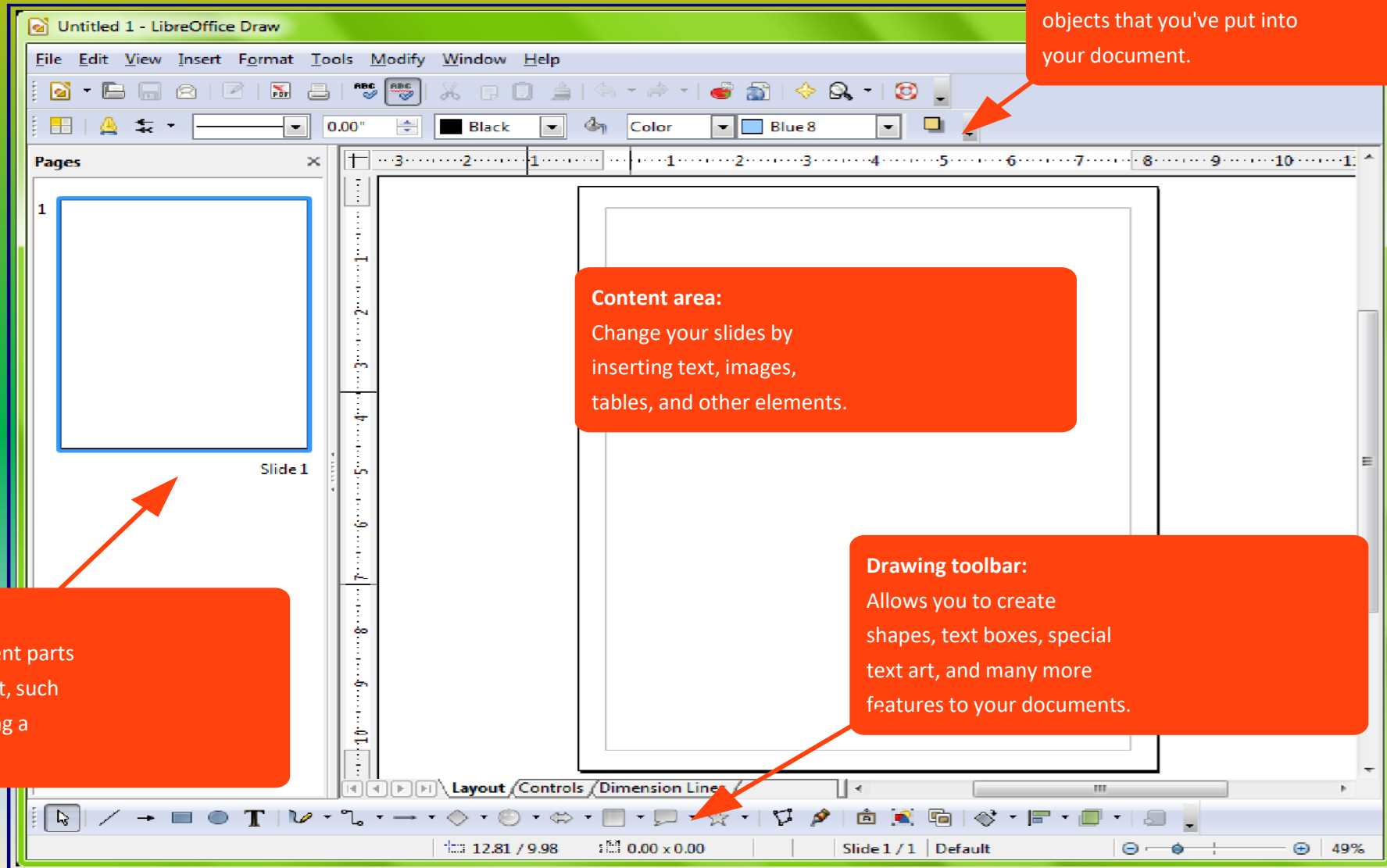|	
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Shft+F1	Displays context help.
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Ctrl+F2	Opens the Function Wizard.
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Shft+Ctrl+F5	Moves the cursor to the Name box.
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Ctrl+F7	Opens the Thesaurus if the current cell contains text.
Shft+F7	Traces precedents.
F8	Turns additional selection mode on or off. In this mode
Ctrl+F8	Highlights cells containing numeric values (not text).
F9	Recalculates all of the formulas in the sheet.
Ctrl+F9	Updates the selected chart.
F11	Opens the Styles and Formatting window where you can apply a formatting style to the contents of the cell or to the current sheet.
Shft+F11	Creates a document template.
Shft+Ctrl+F11	Updates the templates.
F12	Groups the selected data range.
Ctrl+F12	Ungroups the selected data range.
Alt+Down Arrow	Increases the height of current row.
Alt+Up Arrow	Decreases the height of current row.
Alt+Right Arrow	Increases the width of the current column.
Alt+Left Arrow	Decreases the width of the current column.
Alt+Shft+Arrow Key	Optimizes the column width or row height based on the current cell.

Draw

Sometimes you may need to create more freeform documents, ones that aren't as restricted by margins, grids, or boxes. Enter Draw. It can be used to create flyers, cards, banners, maps, and many other documents that put your creativity to work.**z**
Draw makes it easy to insert pictures and text boxes and even to design your own shapes and other elements for your flyer. At left is a flyer made in Draw that includes many photos, images, text of various sizes and colors, and a background. Items can be easily moved around the screen and can be placed in layers over or under each other. This makes designed freeform documents very simple. The Draw screen is explained in more detail below.
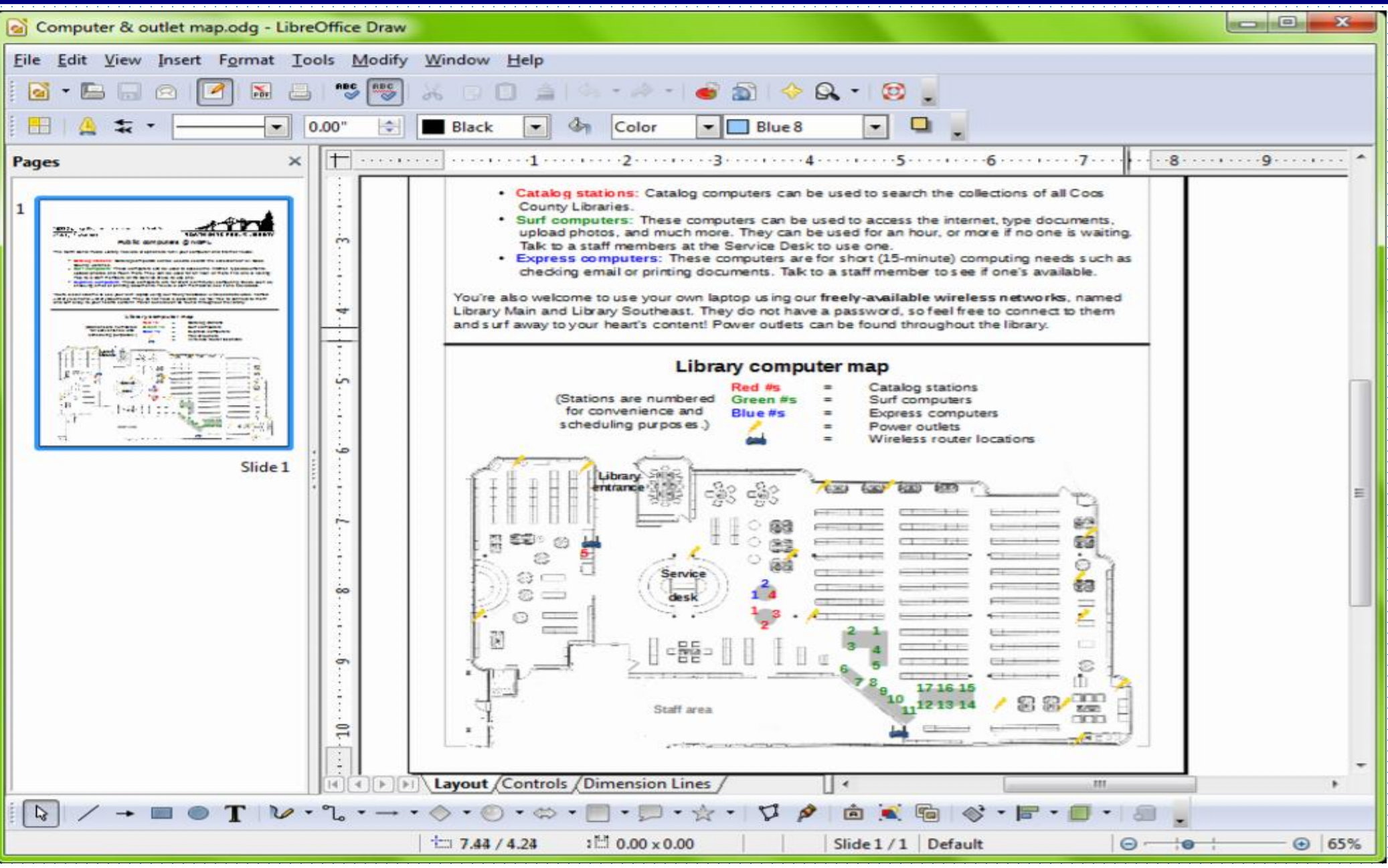
Line and filling toolbar:
Add borders and fill to objects that you've put into your document.

Content area:
Change your slides by inserting text, images, tables, and other elements.

Drawing toolbar:
Allows you to create shapes, text boxes, special text art, and many more features to your documents.
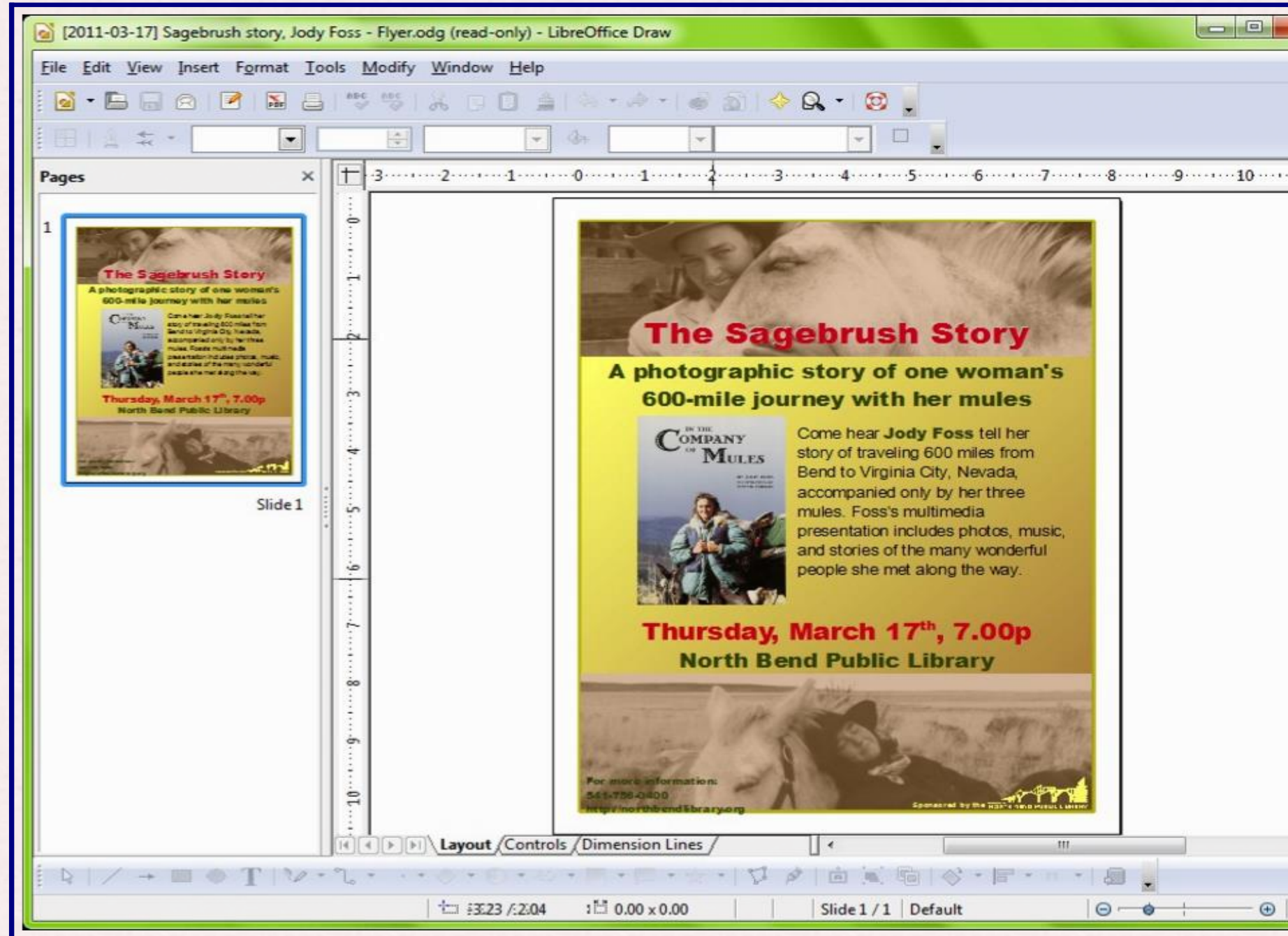
Pages:
Shows the different parts of your document, such as if you're making a multi-page card.

Untitled 1 - LibreOffice Draw

File   Edit   View   Insert   Format   Tools   Modify   Window   Help

Pages

1

Slide 1

Black   Color   Blue 8

Layout   Controls   Dimension Lines

12.81 / 9.98   0.00 x 0.00   Slide 1 / 1   Default   49%

Draw keyboard shortcut key

F1	Displays the OOo help browser. When the help browser is already open F1 jumps to the main help page.
Shft+F1	Displays context help.
Ctrl+F1	Displays the note that is attached to the current cell.
F2	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
Ctrl+F2	Opens the Function Wizard.
Shft+Ctrl+F2	Moves the cursor to the input line where you can enter a formula for the current F cell.
Ctrl+F3	Opens the Define Names dialog.
F4	Shows or hides the Database Sources menu.
Shft+F4	Rearranges the relative or absolute references (for example
F5	Shows or hides the Navigator.
Shft+F5	Traces dependents.
Shft+Ctrl+F5	Moves the cursor to the Name box.
F7	Checks spelling in the current sheet.
Ctrl+F7	Opens the Thesaurus if the current cell contains text.
Shft+F7	Traces precedents.
F8	Turns additional selection mode on or off. In this mode
Ctrl+F8	Highlights cells containing numeric values (not text).
F9	Recalculates all of the formulas in the sheet.
Ctrl+F9	Updates the selected chart.
F11	Opens the Styles and Formatting window where you can apply a formatting style to the contents of the cell or to the current sheet.
Shft+F11	Creates a document template.
Shft+Ctrl+F11	Updates the templates.
F12	Groups the selected data range.
Ctrl+F12	Ungroups the selected data range.
Alt+Down Arrow	Increases the height of current row.
Alt+Up Arrow	Decreases the height of current row.
Alt+Right Arrow	Increases the width of the current column.
Alt+Left Arrow	Decreases the width of the current column.
Alt+Shft+Arrow Key	Optimizes the column width or row height based on the current cell.