

# Harsh Rana

## LibreOffice Calc Cheat Sheet

### Basic Navigation

- Move Between Cells:
    - Arrow Keys, Tab, Shift + Tab, Enter, Shift + Enter
  - Select Cells:
    - Shift + Arrow Keys, Ctrl + A, Ctrl + Shift + Space
  - Go to Specific Cell:
    - Ctrl + G or F5
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### Formatting

- Bold: Ctrl + B
  - Italic: Ctrl + I
  - Underline: Ctrl + U
  - Format Cells Dialog: Ctrl + 1
    - Font, Alignment, Borders, Fill
  - Number Formatting:
    - Currency: Ctrl + Shift + \$
    - Percentage: Ctrl + Shift + %
    - Date: Ctrl + Shift + #
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### Formulas and Functions

- Start a Formula: =
  - AutoSum: Alt + =
  - Insert Function: Ctrl + F2
    - Common Functions, Function Wizard
  - Absolute and Relative References:
    - Absolute: \$A\$1
    - Mixed: A\$1 or \$A1
    - Relative: A1
  - Named Ranges:
    - Define: Right-click > Define Name...
    - Use: Directly in formulas
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### Data Management

- Sort Data: **Data > Sort...** or **Ctrl + Shift + S**
  - Filter Data: **Data > AutoFilter** or **Ctrl + Shift + L**
  - Remove Duplicates: **Data > Remove Duplicates**
  - Data Validation: **Data > Validity...**
  - Insert/Remove Rows or Columns:
    - Insert: Right-click > **Insert Rows Above** or **Insert Columns Before**
    - Delete: Right-click > **Delete Rows** or **Delete Columns**
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## Charts and Graphics

- Insert Chart: **Insert > Chart...** or **F11**
  - Edit Chart: Double-click the chart
  - Insert Image: **Insert > Image...**
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## Printing and Exporting

- Print: **Ctrl + P**
    - Print Preview: **File > Print Preview**
  - Export to PDF: **File > Export As > Export as PDF**
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## Keyboard Shortcuts

- Undo: **Ctrl + Z**
  - Redo: **Ctrl + Y**
  - Copy: **Ctrl + C**
  - Cut: **Ctrl + X**
  - Paste: **Ctrl + V**
  - Find: **Ctrl + F**
  - Replace: **Ctrl + H**
  - Save: **Ctrl + S**
  - Open: **Ctrl + O**
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## Additional Features

- Conditional Formatting: **Format > Conditional Formatting**
- Protect Sheet: **Tools > Protect Sheet**
- Hyperlinks: **Insert > Hyperlink...**
- Comments: Right-click cell > **Insert Comment**