

Important File Extensions

File Type	Extension	Full Form
Libreoffice writer text document	.odt	OpenDocument Text
Spreadsheet (Libre Office Calc)	.ods	OpenDocument Spreadsheet
Template	.ott	OpenDocument Text Template
Database File	.odb	OpenDocument Database
Drawing File	.odg	OpenDocument Drawing
Presentation File	.odp	OpenDocument Presentation

Important File Extensions

File Type	Extension	Full Form
Web Page	.html	HyperText Markup Language
Image	.jpg	Joint Photographic Experts Group
	.jpeg	Joint Photographic Experts Group
	.png	Portable Network Graphics
	.gif	Graphics Interchange Format
	.bmp	Bitmap Image File
Plain Text	.txt	Text File

Shortcut Keys

Function	Shortcut Key
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Open	Ctrl + O
Print	Ctrl + P
Undo	Ctrl + Z
Redo	Ctrl + Y
Styles and Formatting	F 11

Function	Shortcut Key
Run the Query	F 5
Inserting Hyperlink	Ctrl + K
Quit Fill Format Mode	Esc. Key
Templates	Ctrl + Shift + N
Record Changes	Ctrl + Shift + C
Insert Comment	Ctrl +Alt +C
Select the Label	Ctrl + Click
Save a Table in Database	Ctrl + S

Shortcut Keys

Function	Shortcut Key
Cancel the last operation performed using Fill Format Mode	Right Click using Mouse
Link an Image	Drag and drop the image while holding the Ctrl+Shift keys
Open an Existing Database	Ctrl + O
Select All Text	Ctrl + A