



LibreOffice
Community



Impress Guide 7.2

Appendix A

Keyboard Shortcuts

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Note

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Publication date and software version

Published November 2021. Based on LibreOffice 7.2.

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Introduction

LibreOffice can be used without requiring a pointing device, such as a mouse or trackball, by using the keyboard shortcuts that are available in Impress. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with using keyboard shortcuts. Although LibreOffice has an extensive set of keyboard shortcuts, each LibreOffice module has keyboard shortcuts that are specific to that module.

For help with LibreOffice keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the “shortcut” or “accessibility” keywords.

In addition to using keyboard shortcuts that are listed in this appendix, keyboard shortcuts can also be defined. Assign keyboard shortcuts to standard Impress functions or macros and save them for use with Impress only, or with the other modules in LibreOffice. To customize keyboard shortcuts, see the *Getting Started Guide* for more information.

Impress keyboard shortcuts



Note

Some keyboard shortcuts are not available for computers using macOS. This is indicated in the following tables by a blank cell.

Impress functions

<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
<i>F3</i>	<i>F3</i>	Enter and edit a group of objects.
<i>Ctrl + F3</i>	⌘ + <i>F3</i>	Exit a group of objects.
<i>Shift + F3</i>	<i>Shift + F3</i>	Opens the Duplicate dialog of a selected object.
<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
<i>Alt + Shift + F5</i>	<i>Alt + Shift + F5</i>	Opens Notes view and displays the first slide in the slide show.
<i>Ctrl + Shift+F5</i>	⌘ + <i>Shift + F5</i>	Opens the Navigator .
<i>F7</i>	<i>F7</i>	Start spelling checker.
<i>Shift + F7</i>	<i>Shift + F7</i>	Switches on or off the automatic spell checking.
<i>Ctrl + F7</i>	⌘ + <i>F7</i>	Opens the Thesaurus dialog for the language being used. Impress has to be in text editing mode to access the thesaurus.
<i>F8</i>	<i>F8</i>	When selected, opens the Edit Points toolbar.
<i>Ctrl + Shift + F8</i>	⌘ + <i>Shift + F8</i>	Fit text to frame of a selected object.
<i>F11</i>	⌘ + <i>T</i>	Open the Styles deck on the Sidebar.

Slide shows

Windows Linux macOS	Effect
<i>F5</i>	Starts a slide show.
<i>Shift + F5</i>	Starts a slide show at the slide where the slide show was previously stopped at.
<i>Left click Right Arrow Page Down Spacebar Page down Enter N</i>	Shows the next slide, or plays the next animation effect on a slide.
<i>Right click Left Arrow Up Arrow Page Up Backspace P</i>	Shows the previous slide, or plays the previous animation effect on a slide.
<i>Home</i>	Go to first slide in the slide show.
<i>End</i>	Go to the last slide in the slide show.
<i>Alt + Page Up</i>	Go to the previous slide without playing any animation effects.
<i>Alt + Page Down</i>	Go to next slide without playing any animation effects.
<i>B or . (period)</i>	Show black screen until next key or mouse wheel event.
<i>Esc or – (minus)</i>	Stop and close the slide show.
<i>[Number] Enter</i>	Type the number of a slide and press <i>Enter</i> to show the slide.
<i>G</i>	Increases size of the font used in Notes
<i>S</i>	Decreases size of the font used in Notes
<i>A</i>	Scroll up Notes
<i>Z</i>	Scroll down Notes
<i>H</i>	Move caret in Notes view backward
<i>L</i>	Move caret in Notes view forward
<i>Ctrl+1</i>	Show the Presenter Console
<i>Ctrl+2</i>	Show the Presentation Notes
<i>Ctrl+3</i>	Show the Slides Overview

Impress shortcuts

Windows Linux	macOS	Effect
<i>Plus (+)</i>		Zoom in.

Windows Linux	macOS	Effect
<i>Minus (-)</i>		Zoom out.
<i>Times (×) on number pad</i>		Fits the slide to fill the Workspace view.
<i>Divide (÷) on number pad</i>		Zooms in on the selected object.
<i>Ctrl + Shift + G</i>	⌘ + <i>Shift + G</i>	Group selected objects.
<i>Shift + Ctrl + Alt + G</i>	⌘ + <i>Shift + Option + G</i>	Ungroup selected group.
<i>Ctrl + click</i>	⌘ + <i>click</i>	Enter a group to edit individual objects in the group. Click outside the group to return to normal view.
<i>Ctrl + Shift + G</i>	⌘ + <i>Shift + G</i>	Combine selected objects.
<i>Ctrl + Shift + Alt + K</i>	⌘ + <i>Shift + Option + K</i>	Split a selected object that has been combined from a group of two or more objects.
<i>Ctrl + +</i>	⌘ + +	Bring to front.
<i>Ctrl + Shift + +</i>	⌘ + <i>Shift + +</i>	Bring forward.
<i>Ctrl + -</i>	⌘ + -	Send backward.
<i>Ctrl + Shift + -</i>	⌘ + <i>Shift + -</i>	Send to back.
<i>Arrow</i>	<i>Arrow</i>	Moves a selected object in the direction of the Arrow. Also moves a slide within the Workspace when no objects are selected.
<i>Shift + Click and drag</i>	<i>Shift + Click and drag</i>	Hold down <i>Shift</i> then click and drag when resizing an object to maintain the proportions of the object.
<i>Shift + Click and drag</i>	<i>Shift + Click and drag</i>	Constrains movement of a selected object horizontally or vertically when dragged.
<i>Ctrl + Click and drag</i>	⌘ + <i>Click and drag</i>	Hold down the <i>Ctrl</i> (⌘) key, then click and drag a selected object to create a copy of the object.
<i>Alt + Click and drag</i>	<i>Option + Click and drag</i>	Hold down the <i>Alt</i> (<i>Option</i>) key and draw or resize an object from the centre of the object.
<i>Alt + Click</i>	<i>Option + Click</i>	Select an object that is behind the currently selected object.
<i>Alt+ Shift + Click</i>	<i>Option + Shift + Click</i>	Select an object that is in front of the currently selected object.
<i>Shift + Click</i>	<i>Shift + Click</i>	Selects several adjacent objects or characters. Click at the start of a selection, move to the end of the selection, and then hold down <i>Shift</i> while you click.
<i>Tab</i>	<i>Tab</i>	Select objects in the order in which they were created.
<i>Shift + Tab</i>	<i>Shift + Tab</i>	Select objects in the reverse order in which they were created.
<i>Esc</i>	<i>Esc</i>	Exit current mode.

Windows Linux	macOS	Effect
<i>Page Up</i>		Switch to the previous slide. No function on the first slide.
<i>Page Down</i>		Switch to the next slide. No function on the last slide.
<i>Enter</i>	<i>Enter</i>	Activate a place-holder object in a new presentation (only if the frame is selected).
<i>Ctrl + Enter</i>	⌘ + <i>Enter</i>	AutoLayouts in Impress use placeholders for slide titles, text, and objects. To select a placeholder, press <i>Ctrl + Enter</i> (⌘ + <i>Enter</i>). To move to the next placeholder, press <i>Ctrl + Enter</i> (⌘ + <i>Enter</i>) again. If you press <i>Ctrl + Enter</i> (⌘ + <i>Enter</i>) after you reach the last placeholder in a slide, a new slide is inserted after the current slide using the same layout.

Editing text

Windows Linux	macOS	Effect
<i>Ctrl + -</i>	⌘ + <i>-</i>	Inserts a custom hyphen in text at the cursor position. Also known as a soft hyphen.
<i>Ctrl + Shift + -</i>	⌘ + <i>Shift + -</i>	Inserts a non-breaking hyphen in text at the cursor position. Also known as a hard hyphen.
<i>Ctrl + Shift + Space</i>	⌘ + <i>Shift + Space</i>	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.
<i>Shift + Enter</i>	<i>Shift + Enter</i>	Line break without paragraph change.
<i>Left Arrow</i>	<i>Left Arrow</i>	Moves the cursor one character to the left.
<i>Shift + Left Arrow</i>	<i>Shift + Left Arrow</i>	Moves the cursor one character to the left and selects the character.
<i>Ctrl + Left Arrow</i>	<i>Option + Left Arrow</i>	Moves the cursor to the beginning of the previous word.
<i>Ctrl + Shift + Left Arrow</i>	<i>Option + Shift + Left Arrow</i>	Moves the cursor to the left and selects the word on the left.
<i>Right Arrow</i>	<i>Right Arrow</i>	Moves the cursor one character to the right.
<i>Shift + Right Arrow</i>	<i>Shift + Right Arrow</i>	Moves the cursor one character to the right and selects the character.
<i>Ctrl + Right Arrow</i>	<i>Option + Right Arrow</i>	Moves the cursor to the beginning of the next word.
<i>Ctrl + Shift + Right Arrow</i>	<i>Option + Shift + Right Arrow</i>	Moves the cursor to the right and selects the word on the right.
<i>Up Arrow</i>	<i>Up Arrow</i>	Moves the cursor up one line.

Windows Linux	macOS	Effect
<i>Shift + Up Arrow</i>	<i>Shift + Up Arrow</i>	Moves the cursor up one line in the text and selects the lines of text.
<i>Ctrl + Up Arrow</i>	<i>Option + Up Arrow</i>	Moves the cursor to the beginning of the paragraph.
<i>Ctrl + Shift + Up Arrow</i>	<i>Option + Shift + Up Arrow</i>	Moves the cursor to the beginning of the paragraph. Selects the text in the paragraph from the cursor position to the beginning of the paragraph.
<i>Down Arrow</i>	<i>Down Arrow</i>	Moves the cursor down one line.
<i>Shift + Down Arrow</i>	<i>Shift + Down Arrow</i>	Moves the cursor down one line in the text and selects the lines of text.
<i>Ctrl + Down Arrow</i>	<i>⌘ + Down Arrow</i>	Moves the cursor to the end of the paragraph.
<i>Ctrl + Shift + Down Arrow</i>	<i>Opt + Shift + Down Arrow</i>	Moves the cursor to the end of the paragraph. Selects the text in the paragraph from the cursor position to the end of the paragraph.
<i>Home</i>		Moves the cursor to the beginning of the line.
<i>Shift + Home</i>		Moves the cursor to the beginning of the line and selects the text from the cursor position.
<i>Ctrl + Home</i>		Moves the cursor to the beginning of the text block on the slide.
<i>End</i>		Moves the cursor to the end of the line.
<i>Shift + End</i>		Moves the cursor to the end of the line and selects the text from the cursor position.
<i>Ctrl + End</i>		Moves the cursor to the end of the text block on the slide.
<i>Ctrl + Del</i>		Delete the text from the cursor position to the end of the word.
<i>Ctrl + Shift + Del</i>		Delete the text from the cursor position to the end of the sentence.
<i>Ctrl + Backspace</i>	<i>⌘ + Backspace</i>	Delete the text from the cursor position to the beginning of the word.
<i>Ctrl + Shift + Backspace</i>	<i>⌘ + Shift + Backspace</i>	Delete the text from the cursor position to the beginning of the sentence.

Slide Sorter and Slide Pane

Windows Linux	macOS	Effect
<i>Home</i>	<i>Home</i>	Set the focus to the first slide.
<i>End</i>	<i>End</i>	Set the focus to the last slide.
<i>Left Arrow</i>	<i>Left Arrow</i>	Set the focus to the previous slide.

Windows Linux	macOS	Effect
<i>Right Arrow</i>	<i>Right Arrow</i>	Set the focus to the next slide.
<i>Ctrl + Shift + Down Arrow</i>	<i>Option + Shift + Down Arrow</i>	Move selected slides down one position in Slide Sorter view. With multiple slides selected, the slides are moved together with the last selected slide in the list.
<i>Ctrl + Shift + Up Arrow</i>	<i>Option + Shift + Down Arrow</i>	Move selected slides up one position in Slide Sorter view. With multiple slides selected, the slides are moved together with the first selected slide in the list.
<i>Ctrl + Shift + End</i>	<i>⌘ + Shift + Down Arrow</i>	Move selected slides to end of Slide Sorter list.
<i>Ctrl + Shift + Home</i>	<i>⌘ + Shift + Up Arrow</i>	Move selected slides to start of Slide Sorter list.
<i>Enter</i>	<i>Enter</i>	Change to Normal view with the active slide when in Slide Sorter view. Add a new slide when in Slide Pane.

Menu keyboard shortcuts

The keyboard shortcuts listed in the following tables are available in each menu category on the Menu bar. The tables give the menu item or sub-item, operating system validity, and the effect or purpose of the shortcut.

Note

The menus listed below are in the same order as displayed on the Menu bar from left to right.

File menu

Menu item or sub-item	Windows Linux	macOS	Effect
Open	<i>Ctrl + O</i>	<i>⌘ + O</i>	Opens the Open file browser so you can navigate to a folder and select a document.
Save	<i>Ctrl + S</i>	<i>⌘ + S</i>	Saves the open document.
Save As	<i>Ctrl + Shift + S</i>	<i>⌘ + Shift + S</i>	Opens the Save as file browser to save the open document as a new document.
Print	<i>Ctrl + P</i>	<i>⌘ + P</i>	Opens the Print dialog to select how the document is printed

Edit Menu

Menu item or sub-item	Windows Linux	macOS	Effect
Undo	<i>Ctrl + Z</i>	<i>⌘ + Z</i>	Undoes the previous editing action.

Menu item or sub-item	Windows Linux	macOS	Effect
Redo	<i>Ctrl + Y</i>	⌘ + <i>Y</i>	Reverses the action of the last Undo command.
Cut	<i>Ctrl + X</i>	⌘ + <i>X</i>	Deletes the selected object and places it on the clipboard.
Copy	<i>Ctrl + C</i>	⌘ + <i>C</i>	Copies the selected object to the clipboard.
Paste	<i>Ctrl + V</i>	⌘ + <i>V</i>	Places the object on the clipboard into the document.
Paste Special > Paste Unformatted Text	<i>Ctrl + Shift + Alt + V</i>	⌘ + <i>Shift + Option + V</i>	Paste copied text at the cursor position without any formatting.
Paste Special > Paste Special	<i>Ctrl + Shift + V</i>	⌘ + <i>Shift + V</i>	Pastes the contents of the clipboard at the cursor position in a format that is specified using the Paste Special dialog.
Select All	<i>Ctrl + A</i>	⌘ + <i>A</i>	Selects all objects on a slide.
Points	<i>F8</i>	<i>F8</i>	Opens the Edit Points toolbar if there is an object on the slide that uses editable points, for example a freeform line.
Edit Mode	<i>Ctrl + Shift + M</i>	⌘ + <i>Shift + M</i>	Switches on or off the Impress edit mode. When switched off, a slide show is displayed in read only mode.

View menu

Menu item or sub-item	Windows Linux	macOS	Effect
Rulers	<i>Ctrl + Shift + R</i>	⌘ + <i>Shift + R</i>	Switches the rulers off and on in the Workspace.
Sidebar	<i>Ctrl + F5</i>	⌘ + <i>F5</i>	Opens or closes the Sidebar.
Styles	<i>F11</i>	⌘ + <i>T</i>	Opens or closes the Styles deck on the Sidebar.
Navigator	<i>Ctrl + Shift+F5</i>	⌘ + <i>Shift + F5</i>	Opens the Navigator .

Insert menu

Menu item or sub-item	Windows Linux	macOS	Effect
Text Box	<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
Hyperlink	<i>Ctrl + K</i>	⌘ + <i>K</i>	Opens the Hyperlink dialog.
Comment	<i>Ctrl + Alt + C</i>	⌘ + <i>Option + C</i>	Inserts a new comment box onto the selected slide.

Menu item or sub-item	Windows Linux	macOS	Effect
Formatting Mark > Insert non-breaking space	<i>Ctrl + Shift + Space</i>	⌘ + <i>Shift + Space</i>	Inserts a non-breaking space at the cursor position.
Formatting Mark > Insert Narrow No-break Space	<i>Ctrl + Shift+F5</i>	⌘ + <i>Shift + F5</i>	Inserts a no-breaking space at the cursor position.
Formatting Mark > No-width Optional Break	<i>Ctrl + /</i>	⌘ + <i>/</i>	Inserts a no-width no optional break at the cursor position.

Format menu

Menu item or sub-item	Windows Linux	macOS	Effect
Text > Bold	<i>Ctrl + B</i>	⌘ + <i>B</i>	Applies Bold format to selected text.
Text > Italic	<i>Ctrl + I</i>	⌘ + <i>I</i>	Applies <i>Italic</i> format to selected text.
Text > Superscript	<i>Ctrl + Shift + P</i>	⌘ + <i>Option + C</i>	Applies superscript format to selected text.
Text > Subscript	<i>Ctrl + Shift + B</i>	⌘ + <i>Shift + B</i>	Applies subscript format to selected text.
Text > Increase Size	<i>Ctrl +]</i>	⌘ + <i>]</i>	Increases the point size of selected text.
Text > Decrease Size	<i>Ctrl + [</i>	⌘ + <i>[</i>	Decreases the point size of selected text.
Spacing > Line Spacing 1	<i>Ctrl + 1</i>	⌘ + <i>1</i>	Sets the line spacing in a paragraph to a single line.
Spacing Line Spacing 5	<i>Ctrl + 5</i>	⌘ + <i>5</i>	Sets the line spacing in a paragraph to one and half lines.
Spacing > Line Spacing 2	<i>Ctrl + 2</i>	⌘ + <i>2</i>	Sets the line spacing in a paragraph to two lines.
Align > Left	<i>Ctrl + L</i>	⌘ + <i>L</i>	Sets the paragraph alignment to left aligned.
Align > Center	<i>Ctrl + E</i>	⌘ + <i>E</i>	Sets the paragraph alignment to center aligned.
Align > Right	<i>Ctrl + R</i>	⌘ + <i>R</i>	Sets the paragraph alignment to right aligned.
Align > Justified	<i>Ctrl + J</i>	⌘ + <i>J</i>	Sets the paragraph alignment to justified.

Menu item or sub-item	Windows Linux	macOS	Effect
Lists > Demote	<i>Shift + Alt + Right Arrow</i>		Demotes a point to the next level when in Outline view.
Lists > Promote	<i>Shift + Alt + Left Arrow</i>		Promotes a point to the next level when in Outline view.
Lists > Move Down	<i>Shift + Alt + Down Arrow</i>	<i>Shift + Option + Down Arrow</i>	Moves a point down the order when in Outline view.
Lists > Move Up	<i>Shift + Alt + Up Arrow</i>	<i>Shift + Option + Up Arrow</i>	Moves a point up the order when in Outline view.
Styles > Manage Styles	<i>F11</i>	$\mathbb{H} + T$	Opens or closes the Styles deck on the Sidebar.
Object and Shape > Position and Size	<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Arrange > Bring to Front	<i>Ctrl + Shift + +</i>	$\mathbb{H} + Shift + +$	Moves a selected object to the front of other objects.
Arrange > Bring Forward	<i>Ctrl + +</i>	$\mathbb{H} + +$	Moves a selected object in front of the forward object.
Arrange > Send Backward	<i>Ctrl + -</i>	$\mathbb{H} + -$	Moves a selected object behind the backward object.
Arrange > Send to Back	<i>Ctrl + Shift + -</i>	$\mathbb{H} + Shift + -$	Moves a selected object to the back of other objects.
Group > Group	<i>Ctrl + Shift + G</i>	$\mathbb{H} + Shift + G$	Group selected objects.
Group > Ungroup	<i>Ctrl + Alt + Shift + G</i>	$\mathbb{H} + Option + Shift + G$	Ungroup selected group.
Group > Enter Group	<i>F3</i>	<i>F3</i>	Enter and edit a group of objects.
Group > Exit Group	<i>Ctrl + F3</i>	$\mathbb{H} + F3$	Exit a group of objects.

Slide menu

Menu item or sub-item	Windows Linux	macOS	Effect
New Slide	<i>Ctrl + M</i>	<i>Ctrl + M</i>	Inserts a new slide into the slide show.
Jump to Last Edited Slide	<i>Alt + Shift + F5</i>	<i>Option + Shift + F5</i>	Opens the last slide edited in the document.
Move > Slide to Start	<i>Ctrl + Shift + Home</i>		Moves the selected slide to the beginning of the slide show.
Move > Slide Up	<i>Ctrl + Shift + Up</i>	$\mathbb{H} + Shift + Up Arrow$	Moves the selected slide above the previous slide. No function on the first slide.

Menu item or sub-item	Windows Linux	macOS	Effect
Move > Slide Down	<i>Ctrl + Shift + Down</i>	<i>⌘ + Shift + Down Arrow</i>	Moves the selected slide below the next slide. No function on the last slide.
Move > Slide to End	<i>Ctrl + Shift + End</i>		Moves the selected slide to the end of the slide show.
Navigate > To Previous Slide	<i>Page Up</i>		Switch to the previous slide. No function on the first slide.
Navigate > To Next Slide	<i>Page Down</i>		Switch to the next slide. No function on the last slide.

Slide Show menu

Menu item or sub-item	Windows Linux	macOS	Effect
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show from the first slide.
Start from Current Slide	<i>Shift + F5</i>	<i>Shift + F5</i>	Starts a slide show at the slide where the slide show was previously stopped at.

Tools menu

Menu item or sub-item	Windows Linux	macOS	Effect
Spelling	<i>F7</i>	<i>F7</i>	Start spelling checker.
Automatic Spell Checking	<i>Shift + F7</i>	<i>Shift + F7</i>	Switches on or off the automatic spell checking.
Thesaurus	<i>Ctrl + F7</i>	<i>⌘ + F7</i>	Opens the Thesaurus dialog for the language being used. Impress has to be in text editing mode to access the thesaurus.
Extension Manager	<i>Ctrl + Alt + E</i>	<i>⌘ + Alt + E</i>	Opens the Extension Manager dialog.
Options	<i>Alt + F12</i>		Opens the Options LibreOffice dialog.

Windows menu

Menu item or sub-item	Windows Linux	macOS	Effect
Closes Window	<i>Ctrl + W</i>	<i>⌘ + W</i>	Closes the active window. If there is only one window, LibreOffice Impress closes.

Help menu

<i>Menu item or sub-item</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
LibreOffice Help	<i>F1</i>	<i>F1</i>	Opens the browser application at the LibreOffice Help pages.

Toolbar keyboard shortcuts

Impress provides several toolbars to help in creating slides and slide shows. Some of the tools on these Impress toolbars can be activated using a keyboard shortcut.

Note

The toolbars are listed in the same order that is displayed in the context menu that opens when clicking on **View > Toolbars** on the Menu bar.

Drawing

<i>Tool name</i>	<i>Windows Linux macOS</i>	<i>Effect</i>
Insert Text Box	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
Position and Size	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Points	<i>F8</i>	Opens the Edit Points toolbar if there is an object on the slide that uses editable points, for example a freeform line.
Context Menu	<i>Shift+F10</i>	Opens the context menu for the selected object.

Form Design

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Position and Size	<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Bring to Front	<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Moves a selected object to the front of other objects.
Send to Back	<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Moves a selected object to the back of other objects.
Group	<i>Ctrl + Shift + G</i>	<i>⌘ + Shift + G</i>	Group selected objects.
Ungroup	<i>Ctrl + Alt + Shift + G</i>	<i>⌘ + Option + Shift + G</i>	Ungroup selected group.
Enter Group	<i>F3</i>	<i>F3</i>	Enter and edit a group of objects.
Exit Group	<i>Ctrl + F3</i>	<i>⌘ + F3</i>	Exit a group of objects.

Image

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Bring to Front	<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Moves a selected object to the front of other objects.
Bring Forward	<i>Ctrl + +</i>	<i>⌘ + +</i>	Moves a selected object in front of the forward object.
Send Backward	<i>Ctrl + -</i>	<i>⌘ + -</i>	Moves a selected object behind the backward object.
Send to Back	<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Moves a selected object to the back of other objects.

Line and Filling

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Position and Size	<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Bring to Front	<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Moves a selected object to the front of other objects.
Bring Forward	<i>Ctrl + +</i>	<i>⌘ + +</i>	Moves a selected object in front of the forward object.
Send Backward	<i>Ctrl + -</i>	<i>⌘ + -</i>	Moves a selected object behind the backward object.
Send to Back	<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Moves a selected object to the back of other objects.
Show the Styles Sidebar	<i>F11</i>	<i>⌘ + T</i>	Opens the Styles deck on the Sidebar.

Outline

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Demote	<i>Shift + Alt + Right Arrow</i>		Demotes a point to the next level when Outline view.
Promote	<i>Shift + Alt + Left Arrow</i>		Promotes a point to the next level when in Outline view.
Move Down	<i>Shift + Alt + Down Arrow</i>	<i>Shift + Option + Down Arrow</i>	Moves a point down the order when in Outline view.
Move Up	<i>Shift + Alt + Up Arrow</i>	<i>Shift + Option + Up Arrow</i>	Moves a point up the order when in Outline view.

Slide Sorter

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show from the first slide

Standard

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
New	<i>Ctrl + N</i>	<i>⌘ + N</i>	Opens a new presentation document.
Templates	<i>Ctrl + Shift + N</i>	<i>⌘ + Shift + N</i>	Opens the Templates dialog to create a new document using a template.
Open	<i>Ctrl + O</i>	<i>⌘ + O</i>	Opens the Open file browser so you can navigate to a folder and select a document.
Save	<i>Ctrl + S</i>	<i>⌘ + S</i>	Saves the open document.
Save As	<i>Ctrl + Shift + S</i>	<i>⌘ + Shift + S</i>	Opens the Save as file browser so you can save the open document as a new document.
Edit Mode	<i>Ctrl + Shift + M</i>	<i>⌘ + Shift + M</i>	Switches on edit mode when a document is in read only mode.
Print	<i>Ctrl + P</i>	<i>⌘ + P</i>	Opens the Print dialog to select how the document is printed.
Cut	<i>Ctrl + X</i>	<i>⌘ + X</i>	Deletes the selected object and places it on the clipboard.
Copy	<i>Ctrl + C</i>	<i>⌘ + C</i>	Copies the selected object to the clipboard.
Paste	<i>Ctrl + V</i>	<i>⌘ + V</i>	Places the object on the clipboard into the document.
Clear Direct Formatting	<i>Ctrl + Shift + M</i>	<i>⌘ + Shift + M</i>	Removes direct formatting that has been applied without using styles.
Undo	<i>Ctrl + Z</i>	<i>⌘ + Z</i>	Undoes the previous editing action.
Redo	<i>Ctrl + Y</i>	<i>⌘ + Y</i>	Reverses the action of the last Undo command.
Find and Replace	<i>Ctrl + H</i>	<i>⌘ + Option + F</i>	Opens the Find and Replace dialog.
Spelling	<i>F7</i>	<i>F7</i>	Starts the spelling checker.
Toggle Automatic Spell	<i>Shift + F7</i>	<i>Shift + F7</i>	Switches on or off the automatic spell checking.
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show.

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Start from Current Slide	<i>Shift + F5</i>	<i>Shift + F5</i>	Starts a slide show at the slide where the slide show was previously stopped at.
Insert Text Box	<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
Insert Hyperlink	<i>Ctrl + K</i>	<i>⌘ + K</i>	Opens the Hyperlink dialog.

Standard (Single Mode)

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
New	<i>Ctrl + N</i>	<i>⌘ + N</i>	Opens a new presentation document.
Open	<i>Ctrl + O</i>	<i>⌘ + O</i>	Opens the Open file browser for navigation to a folder and select a document.
Save	<i>Ctrl + S</i>	<i>⌘ + S</i>	Saves the open document.
Print	<i>Ctrl + P</i>	<i>⌘ + P</i>	Opens the Print dialog to select how the document is printed
Undo	<i>Ctrl + Z</i>	<i>⌘ + Z</i>	Undoes the previous editing action.
Redo	<i>Ctrl + Y</i>	<i>⌘ + Y</i>	Reverses the action of the last Undo command.
Insert Text Box	<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.
Position and Size	<i>F4</i>	<i>F4</i>	Opens the Position and Size dialog of a selected object.
Group	<i>Ctrl + Shift + G</i>	<i>⌘ + Shift + G</i>	Group selected objects.
Ungroup	<i>Ctrl + Alt + Shift + G</i>	<i>⌘ + Option + Shift + G</i>	Ungroup selected group.
Enter Group	<i>F3</i>	<i>F3</i>	Enter and edit a group of objects.
Exit Group	<i>Ctrl + F3</i>	<i>⌘ + F3</i>	Exit a group of objects.
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show from the first slide.
Start from Current Slide	<i>Shift + F5</i>	<i>Shift + F5</i>	Starts a slide show at the slide where the slide show was previously stopped at.

Standard (Viewing Mode)

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
Save As	<i>Ctrl + Shift + S</i>	<i>⌘ + Shift + S</i>	Opens the Save as file browser to save the open document as a new document.

Tool name	Windows Linux	macOS	Effect
Edit Mode	<i>Ctrl + Shift + M</i>	<i>⌘ + Shift + M</i>	Switches on edit mode when a document is in read only mode.
Print	<i>Ctrl + P</i>	<i>⌘ + P</i>	Opens the Print dialog to select how the document is printed.
Copy	<i>Ctrl + C</i>	<i>⌘ + C</i>	Copies the selected object to the clipboard.
Find and Replace	<i>Ctrl + H</i>	<i>⌘ + Option + F</i>	Opens the Find and Replace dialog.
Start from First Slide	<i>F5</i>	<i>F5</i>	Starts a slide show from the first slide.

Text

Tool name	Windows Linux	macOS	Effect
Insert Text Box	<i>F2</i>	<i>F2</i>	Switches to text edit mode and opens the Text Formatting toolbar.