



LibreOffice



Impress Guide

Appendix A

Keyboard Shortcuts

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Contributors

To this edition.

Peter Schofield

To previous editions.

T. Elliot Turner

Jean Hollis Weber

Peter Schofield

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org



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Introduction

You can use LibreOffice 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, you can also define your own keyboard shortcuts. You can assign keyboard shortcuts to standard Impress functions or your own macros and save them for use with Impress only, or with the other modules in LibreOffice. To customize keyboard shortcuts to your requirements, 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>F6</i>	<i>F6</i>	Forward navigation of the emphasis within the on screen elements without using mouse.
<i>Shift + F6</i>	<i>Shift + F6</i>	Backward navigation of the emphasis within the on screen elements without using mouse.
<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.

Windows Linux	macOS	Effect
<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>Shift + F10</i>	<i>Shift + F10</i>	Opens the context menu of a selected object.
<i>F11</i>	<i>⌘ + T</i>	Open the Styles deck on the Sidebar.
<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.

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>Esc Minus (-)</i>	Stop and close the slide show.
<i>Spacebar Enter N Down arrow Right arrow Page Down</i>	If available, plays the next animation effect on a slide. Shows the next slide
<i>Backspace P Up arrow Left arrow Page Up</i>	If available, plays the previous animation effect on a slide. Shows the previous slide
<i>Alt + Page Down</i>	Go to next slide without playing any animation effects.
<i>Alt + Page Up</i>	Go to the previous slide without playing any animation effects.
<i>[Number] then Enter</i>	Type the number of a slide and press <i>Enter</i> to show the slide.
<i>Home</i>	Jump to first slide in the slide show.
<i>End</i>	Jump to the last slide in the slide show.
<i>B , (period)</i>	Show black screen until next key or mouse wheel event.
<i>W , (comma)</i>	Show white screen until next key or mouse wheel event.

Impress shortcuts

Windows Linux	macOS	Effect
<i>Plus (+)</i>		Zoom in.
<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>	<i>⌘ + +</i>	Bring to front.
<i>Ctrl + Shift + +</i>	<i>⌘ + Shift + +</i>	Bring forward.
<i>Ctrl + -</i>	<i>⌘ + -</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.

Windows Linux	macOS	Effect
<i>Esc</i>	<i>Esc</i>	Exit current mode.
<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.

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

<i>Menu item or sub-item</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
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.
Print	<i>Ctrl + P</i>	⌘ + <i>P</i>	Opens the Print dialog so that you can select how you want to print the document.

Edit Menu

<i>Menu item or sub-item</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
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.
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 you can specify 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.

<i>Menu item or sub-item</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
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

<i>Menu item or sub-item</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
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

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

Format menu

<i>Menu item or sub-item</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
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.

Menu item or sub-item	Windows Linux	macOS	Effect
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.
Lists > Demote	<i>Shift + Alt + Right arrow</i>		Demotes a point to the next level when 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>	⌘ + <i>T</i>	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>	⌘ + <i>Shift + +</i>	Moves a selected object to the front of other objects.
Arrange > Bring Forward	<i>Ctrl + +</i>	⌘ + <i>+</i>	Moves a selected object in front of the forward object.
Arrange > Send Backward	<i>Ctrl + -</i>	⌘ + <i>-</i>	Moves a selected object behind the backward object.

Menu item or sub-item	Windows Linux	macOS	Effect
Arrange > Send to Back	<i>Ctrl + Shift + -</i>	<i>⌘ + Shift + -</i>	Moves a selected object to the back of other objects.
Group > Group	<i>Ctrl + Shift + G</i>	<i>⌘ + Shift + G</i>	Group selected objects.
Group > Ungroup	<i>Ctrl + Alt + Shift + G</i>	<i>⌘ + Option + Shift + G</i>	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>	<i>⌘ + F3</i>	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>	<i>⌘ + Shift + Up Arrow</i>	Moves the selected slide above the previous slide. No function on the first slide.
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

<i>Menu item or sub-item</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
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

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

Toolbar keyboard shortcuts

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

Note

The toolbars are listed in the same order that is displayed in the context menu that opens when you click 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.

Tool name	Windows Linux macOS	Effect
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.

Form Design

Tool name	Windows Linux	macOS	Effect
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

Tool name	Windows Linux	macOS	Effect
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

Tool name	Windows Linux	macOS	Effect
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.

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
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.

<i>Tool name</i>	<i>Windows Linux</i>	<i>macOS</i>	<i>Effect</i>
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 so that you can select how you want to print the document.
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.
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 so you can navigate 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 so that you can select how you want to print the document.

Tool name	Windows Linux	macOS	Effect
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)

Tool name	Windows Linux	macOS	Effect
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 so that you can select how you want to print the document.
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.

