



LibreOffice
The Document Foundation

Impress Guide

Appendix A

Keyboard Shortcuts

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Introduction

You can use LibreOffice without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. 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 only a keyboard. Although LibreOffice has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

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 the built-in keyboard shortcuts (listed in this Appendix), you can also define your own. You can assign shortcuts to standard Impress functions or your own macros and save them for use with Impress only, or with the entire LibreOffice suite.

To adapt shortcut keys to your needs, use the Customize dialog as described in this section and in *Chapter 11 Setting Up and Customizing Impress*.

Tip for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer setup	Open a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	⌘+T	Open the Styles and Formatting window

Note

Some of the shortcut keys in this appendix may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to LibreOffice. Try to assign different keys either for LibreOffice in **Tools > Customize > Keyboard**, or in your computer system.

Impress function keys

Shortcut Keys	Effect
<i>F2</i>	Select text tool and edit text.
<i>F3</i>	Enter group and edit group.
<i>Shift+F3</i>	Duplicate object.
<i>Ctrl+F3</i>	Exit group.
<i>F4</i>	Open Position and Size dialog.
<i>F5</i>	View slide show.

Shortcut Keys	Effect
<i>Ctrl+Shift+F5</i>	Open Navigator.
<i>F6</i>	Forward toolbar navigation without using mouse.
<i>Shift+F6</i>	Backward toolbar navigation without using mouse.
<i>Ctrl+F6</i>	Enter a document.
<i>F7</i>	Start spelling checker.
<i>Ctrl+F7</i>	Open thesaurus.
<i>F8</i>	Edit points.
<i>Ctrl+Shift+F8</i>	Fit text to frame.
<i>Shift+F10</i>	Open context menu of a selected object.
<i>F11</i>	Open Styles and Formatting dialog.

Slide show shortcut keys

Shortcut Keys	Effect
<i>Esc</i>	End presentation.
<i>Spacebar or Right arrow or Down arrow or Page Down or Enter or Return or N</i>	Play the next effect on the slide. If no previous effect exists on this slide, go to next slide.
<i>Alt+Page Down</i>	Go to next slide without playing effects.
<i>[number] + Enter</i>	Type the number of a slide and press <i>Enter</i> to go to the slide.
<i>Left arrow or Up arrow or Page Up or Backspace or P</i>	Play previous effect again. If no previous effect exists on this slide, show previous slide.
<i>Alt+Page Up</i>	Go to the previous slide without playing effects.
<i>Home</i>	Jump to first slide in the slide show.
<i>End</i>	Jump to the last slide in the slide show.
<i>Ctrl+Page Up</i>	Go to the previous slide.
<i>Ctrl+Page Down</i>	Go to the next slide.
<i>B or .</i>	Show black screen until next key or mouse wheel event.
<i>W or ,</i>	Show white screen until next key or mouse wheel event.

Normal view shortcut keys

Shortcut Keys	Effect
<i>Plus(+)</i>	Zoom in.
<i>Minus(-)</i>	Zoom out.
<i>Times(x)</i> (number pad)	Fit page in window.
<i>Divide(÷)</i> (number pad)	Zoom in on current selection.
<i>Shift+Ctrl+G</i>	Group selected objects.
<i>Shift+Ctrl+Alt+A</i>	Ungroup selected group.
<i>Ctrl+click</i>	Enter a group, so that you can edit the individual objects of the group. Click outside the group to return to the normal view.
<i>Shift+Ctrl+K</i>	Combine selected objects.
<i>Shift+Ctrl+K</i>	Split selected object. This keyboard combination only works on an object that was created by combining two or more objects.
<i>Ctrl++Plus(+)</i>	Bring to front.
<i>Shift+Ctrl+Plus(+)</i>	Bring forward.
<i>Ctrl+Minus(-)</i>	Send backward.
<i>Shift+Ctrl+Minus(-)</i>	Send to back.

Editing text shortcut keys

Shortcut Keys	Effect
<i>Ctrl+Hyphen(-)</i>	Custom hyphens; hyphenation set by you.
<i>Ctrl+Shift+Minus(-)</i>	Non-breaking dash and is not used for hyphenation.
<i>Ctrl+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>	Line break without paragraph change.
<i>Left arrow</i>	Move cursor to the left.
<i>Shift+Left arrow</i>	Move cursor with selection to the left.
<i>Ctrl+Left arrow</i>	Go to beginning of a word.
<i>Ctrl+Shift+left arrow</i>	Select to the left word by word.
<i>Right arrow</i>	Move cursor to the right.
<i>Shift+Right arrow</i>	Move cursor with selection to the right.
<i>Ctrl+Right arrow</i>	Go to beginning of next word.
<i>Ctrl+Shift+Right arrow</i>	Select to the right word by word.
<i>Up arrow</i>	Move cursor up one line.
<i>Shift+Up arrow</i>	Selecting lines going upwards in the document.
<i>Ctrl+Up arrow</i>	Move cursor to the beginning of the paragraph.

Shortcut Keys	Effect
<i>Ctrl+Shift+Up arrow</i>	Select to beginning of paragraph. Next keystroke extends selection to beginning of previous paragraph.
<i>Down arrow</i>	Move cursor down one line.
<i>Shift+Down arrow</i>	Selecting lines going downwards in the document.
<i>Ctrl+Down arrow</i>	Move cursor to end of paragraph.
<i>Ctrl+Shift+Down arrow</i>	Select to end of paragraph. Next keystroke extends selection to end of next paragraph.
<i>Home</i>	Go to beginning of line.
<i>Shift+Home</i>	Go to and select to the beginning of a line.
<i>Ctrl+Home</i>	Go to start of text block in slide.
<i>Ctrl+Shift+Home</i>	Go to and select to the beginning of text block in slide.
<i>End</i>	Go to end of line.
<i>Shift+End</i>	Go to and select to end of a line.
<i>Ctrl+End</i>	Go to end of text block in a slide.
<i>Ctrl+Shift+End</i>	Go to and select to the end of text block in a slide.
<i>Ctrl+Del</i>	Delete text to end of word.
<i>Ctrl+Shift+Del</i>	Delete text to end of sentence.
<i>Ctrl+Backspace</i>	Delete text to beginning of word. In a list, delete an empty paragraph in front of current paragraph.
<i>Ctrl+Shift+Backspace</i>	Delete text to beginning of sentence.

Impress shortcut keys

Shortcut Keys	Effect
<i>Arrow</i>	Move the selected object or the page view in the direction of the arrow.
<i>Ctrl+Arrow</i>	Move the slide in the normal view.
<i>Shift+drag</i>	Constrain the movement of the selected object horizontally or vertically.
<i>Ctrl+drag</i>	Hold down <i>Ctrl</i> and drag an object to create a copy of the object.
<i>Alt+drag</i>	Hold down <i>Alt</i> to draw or resize objects by dragging from the centre of the object outward.
<i>Alt+click</i>	Select the object behind the currently selected object.
<i>Alt+Shift+click</i>	Select the object in front of the currently selected object.
<i>Shift+click</i>	Select adjacent items or a text passage. 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>Shift+drag</i>	Hold down <i>Shift</i> while dragging to resize an object to maintain the proportions of the object.

Shortcut Keys	Effect
<i>Tab</i>	Select objects in the order in which they were created.
<i>Shift+Tab</i>	Select objects in the reverse order in which they were created.
<i>Escape</i>	Exit current mode.
<i>Enter</i>	Activate a place-holder object in a new presentation (only if the frame is selected).
<i>Ctrl+Enter</i>	Move to the next text object on the slide. If there are no text objects on the slide, or if you reached the last text object, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.
<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.

Slide Sorter navigation

Shortcut Keys	Effect
<i>Escape</i>	Moves the focus to the first slide.
<i>Arrow key</i>	Moves the focus to the next slide.
<i>Spacebar</i>	Makes the slide with focus the current slide.

Using shortcut keys

Some of the shortcut keys may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to LibreOffice. Try to assign different keys either for LibreOffice, in **Tools > Customize > Keyboard**, or in your computer system.

You can use the keyboard to access LibreOffice Impress commands as well as to navigate through the workspace. LibreOffice Impress uses the same shortcut keys as LibreOffice Draw to create drawing objects.

The following sections give examples on using shortcut keys.

Selecting placeholders

AutoLayouts in LibreOffice Impress use placeholders for slide titles, text, and objects. To select a placeholder, press *Ctrl+Enter*. To move to the next placeholder, press *Ctrl+Enter* again.

If you press *Ctrl+Enter* after you reach the last placeholder in a slide, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.

Creating and editing drawing objects

- 1) Press *F6* repeatedly until the Drawing toolbar is active.
- 2) Press the *Right* or *Left arrow* key until you reach the toolbar icon of a drawing tool.
- 3) If there is an arrow next to the icon, the drawing tool opens a sub toolbar. Press the *Up* or *Down arrow* key to open the sub toolbar.

- 4) Press the *Right* or *Left arrow* key to select an icon.
- 5) Press *Ctrl+Enter* and the object is created at the center of the current slide.
- 6) To return to the document, press *Ctrl+F6*.
- 7) Use the arrow keys to position the object where you want.
- 8) To select a command from the context menu for the object, press *Shift+F10* to open the context menu.
- 9) Use the *Up* or *Down arrow* to select the command.
- 10) Press *Enter* to execute the command.
- 11) Press *Esc* key to exit

Selecting objects

- 1) Press *Ctrl+F6* to enter the document.
- 2) Press *Tab* until you reach the object you want to select.

Slide show

- 1) To start a slide show, press *Ctrl+F2* or *F5*.
- 2) Advance to the next slide or to the next animation effect, press *Spacebar*.
- 3) Advance to the next slide without playing object animation effects, press *Alt+PageDown*.
- 4) Return to previous slide, press *Alt+PageUp*.
- 5) Go to a specific slide, type the page number of the slide and press *Enter*.
- 6) Stop slide show, press *Esc* or *-*.

Slide Sorter

When you first switch to Slide Sorter view, press *Enter* to change the keyboard focus to the workspace. Or, press *F6* to navigate to the workspace and then press *Enter*.

Selecting and deselecting slides

- 1) Use the arrow keys to navigate to the slide that you want to select, and then press *Spacebar*.
- 2) To add to the selection, use the arrow keys to navigate to the slide(s) that you want to add and press *Spacebar* again.
- 3) To deselect a slide, navigate to the slide and press *Spacebar*.

Copying slides

- 1) Use the arrow keys to navigate to the slide that you want to copy and press *Ctrl+C*.
- 2) Move to the slide where you want to paste the copied slide and press *Ctrl+V*.

Moving slides

- 1) Use the arrow keys to navigate to the slide that you want to move and press *Ctrl+X*.
- 2) Navigate to the slide where you want to move the slide and press *Ctrl+V*.
- 3) Select *Before* or *After* the current slide and click **OK**.