

# Top keyboard shortcuts



## Text

<b>Ctrl+B</b>	Bold on/off
<b>Ctrl+I</b>	Italic on/off
<b>Ctrl+L</b>	Left justified text
<b>Ctrl+E</b>	Centred text
<b>Ctrl+R</b>	Right justified text
<b>Ctrl+Shift+ &lt; (or &gt;)</b>	Decrease (or increase) font size
<b>Ctrl+Shift+F / Ctrl+T</b>	Open Font dialog box
<b>Ctrl+Shift+F3</b>	Cycle through case/Case/CASE
<b>Ctrl+← / →</b>	Move cursor one word left (or right)
<b>Ctrl+Shift+← / →</b>	Select text one word at a time
<b>Ctrl+Del/Back</b>	Delete word ahead of/behind cursor
<b>Shift+Alt+← / →</b>	Promote/demote indented items
<b>Shift+Alt+↑ / ↓</b>	Move paragraph up/down

## Files

<b>Ctrl+W (or Alt+F4)</b>	Close the current file
<b>Ctrl+S</b>	Save
<b>F12 or Ctrl+Shift+S</b>	Save As...
<b>Ctrl+O</b>	Open
<b>Ctrl+P</b>	Print
<b>Ctrl+M</b>	Insert new slide

## Copy & paste

<b>Ctrl+D</b>	Create a duplicate (shapes and slides)
<b>Ctrl+C</b>	Copy
<b>Ctrl+V</b>	Paste
<b>Ctrl+V, Ctrl, T</b>	Paste plain text
<b>Ctrl+V, Ctrl, K</b>	Paste and keep source formatting
<b>Ctrl+X</b>	Cut
<b>Ctrl+Z</b>	Undo
<b>Ctrl+Y or F4</b>	Repeat the last action (or reverse undo)
<b>Ctrl+Shift+C / V</b>	Copy (and paste) the formatting style

## Shapes

<b>Alt+F9</b>	Show drawing guides
<b>Ctrl+[ / ]</b>	Move object forward or back one layer*
<b>Ctrl+Shift+[ / ]</b>	Move object to front or back*
<b>F2 or Return</b>	Edit the text in the selected shape
<b>Ctrl+G</b>	Group objects
<b>Ctrl+Shift+G</b>	Ungroup objects
<b>Ctrl+A</b>	Select everything
<b>Alt+← / →</b>	Rotate by 15°
<b>Ctrl+Alt+← / →</b>	Rotate by 1°

*\* You may find that CTRL+[ / ] changes font size and CTRL+SHIFT+[ / ] moves one layer instead. This seems to be a bug perhaps related to international keyboard layouts.*

## Presenting

<b>F5</b>	Start the slide show from the beginning
<b>Shift+F5</b>	Start the slide show from the current slide
<b>B</b>	Display a black screen instead of slide
<b>W</b>	Display a white screen instead of slide
<b>Slide #, Return</b>	Go to a particular slide when presenting
<b>G</b>	Display a grid view of all slides
<b>Ctrl +/-</b>	Zoom in and out

*Press F1 in presentation mode to see all shortcuts*


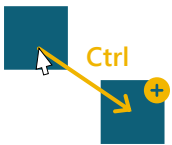
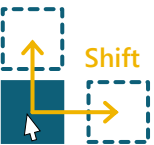
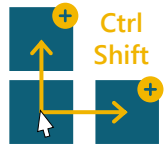
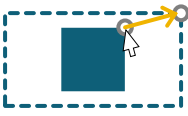
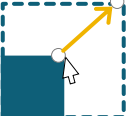
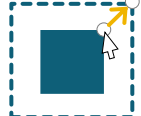





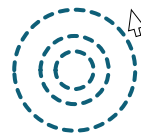

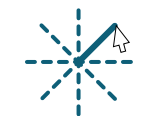
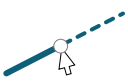
## Other tips

All ribbon icons can be reached by pressing the ALT key and then the letters that appear on the ribbon. For example, ALT,H,L brings up the slide layout options.

For buttons you use frequently that have no shortcuts, add them to the Quick Access toolbar: right-click the button you want and choose 'Add to Quick Access Toolbar'



# Using the keyboard with mouse actions

	Plus Ctrl		Plus Shift		Plus Ctrl & Shift	
Click & drag	Create a copy		Move horizontally or vertically only		Create a copy aligned horizontally or vertically	
Corner handle	Resize around the centre of the shape		Keep the aspect ratio while sizing		Keep the aspect ratio and resize around the centre	
Edge handle	Change width/height around the centre		No additional effect		Same as just Ctrl: Change width/height around the centre	
Draw shape	Draw freestyle around a centre point		Keep the original aspect ratio		Keep the aspect ratio around the centre	
Draw Line	No additional effect		Lock to 45° or 90° angles		Same as just Shift: Lock to 45° or 90° angles	
Resize line	No additional effect		Keep the angle of the line locked		Same as Shift+	