



## Text

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<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; / &gt;</b>	Decrease (or increase) font size
<b>Ctrl+Shift+F</b>	Open Font dialog box (or CTRL+T)
<b>Shift+F3</b>	Cycle through case/Case/CASE
<b>Ctrl+← / →</b>	Move cursor one word left/right
<b>Ctrl+Shift+← / →</b>	Select text one word at a time
<b>Ctrl+Del/Back</b>	Delete word ahead/behind cursor
<b>Shift+Alt+← / →</b>	Promote/demote indented items
<b>Shift+Alt+↑ / ↓</b>	Move paragraph up/down

## Files

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<b>Ctrl+W / Alt+F4)</b>	Close the current file
<b>Ctrl+S</b>	Save
<b>F12 / 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

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<b>Ctrl+D</b>	Create a duplicate (shapes & 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 (reverse undo)
<b>Ctrl+Shift+C / V</b>	Copy (and paste) the formatting style

## Shapes

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<b>Alt+F9</b>	Show drawing guides
<b>Ctrl+[ / ]</b>	Move shape forward/back one layer*
<b>Ctrl+Shift+[ / ]</b>	Move shape 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

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<b>F5</b>	Start the slide show from beginning
<b>Shift+F5</b>	Start slide show from current slide
<b>B</b>	Display black screen instead of slide
<b>W</b>	Display white screen instead of slide
<b>Slide #, Return</b>	Go to selected 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

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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.

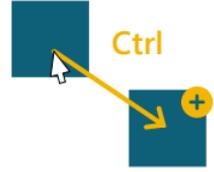
For buttons you use frequently that have no shortcuts, add them to the Quick Access toolbar: right-click the button you want and choose 'Add to Quick Access Toolbar'



## Plus Ctrl

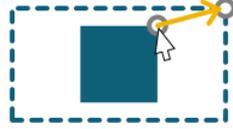
**Click & drag**

Create a copy



**Corner handle**

Resize around the centre of the shape



**Edge handle**

Change width/height around the centre



**Draw shape**

Draw freestyle around a centre point



**Draw Line**

*No additional effect*

**Resize line**

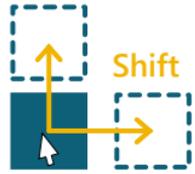
*No additional effect*



## Plus Shift

### Click & drag

Move horizontally or vertically only



### Corner handle

Keep the aspect ratio while sizing



### Edge handle

*No additional effect*



### Draw shape

Keep the original aspect ratio



### Draw Line

Lock to 45° or 90° angles



### Resize line

Keep the angle of the line locked

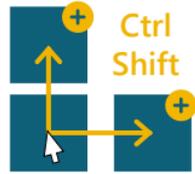




## Plus Ctrl & Shift

### Click & drag

Create a copy aligned horizontally or vertically



### Corner handle

Keep the aspect ratio and resize around the centre



### Edge handle

*Same as just Ctrl:*  
Change width/height around the centre



### Draw shape

Keep the aspect ratio around the centre



### Draw Line

*Same as just Shift:*  
Lock to 45° or 90° angles



### Resize line

*Same as Shift+*

