

## File & Document

Ctrl+N	New presentation	Ctrl+P	Print
Ctrl+O	Open file	Ctrl+Z	Undo
Ctrl+S	Save	Ctrl+Y	Redo
Ctrl+Shift+S	Save As	Ctrl+W	Close document

## Slide Panel Navigation

Page Up	Previous slide	Enter	Edit selected slide
Page Down	Next slide	Ctrl+M	Insert new slide
Home	First slide	Ctrl+Shift+M	Duplicate slide
End	Last slide	Tab	Select next object

## Editing Slides

Ctrl+A	Select all objects	Ctrl+Shift+G	Ungroup objects
Escape	Exit text / deselect	F2	Enter text edit mode
Delete	Delete selected object	Tab	Cycle through objects
Ctrl+G	Group selected objects	Shift+Tab	Cycle objects reverse

## Text Formatting

Ctrl+B	Bold	Ctrl+L	Left align
Ctrl+I	Italic	Ctrl+R	Right align
Ctrl+U	Underline	Ctrl+Shift+P	Superscript
Ctrl+E	Centre align	Ctrl+Shift+B	Subscript

## Clipboard & Editing

Ctrl+X	Cut	Ctrl+D	Duplicate object
Ctrl+C	Copy	Ctrl+F	Find & Replace
Ctrl+V	Paste	Ctrl+H	Find & Replace (adv.)
Ctrl+Shift+V	Paste Special	Ctrl+Shift+V	Paste unformatted

## Object Positioning

Arrow Keys	Nudge object 1px	F4	Position & Size dialog
Shift+Arrow	Nudge object larger step	F3	Enter group edit mode
Tab	Select next object	Ctrl+F3	Exit group edit mode
Escape	Select parent / deselect	Shift+drag	Constrain move to axis

## Drawing &amp; Objects

Ctrl+1	Insert text box	Ctrl+Enter	Insert object at centre
L	Line tool	Shift+resize	Maintain aspect ratio
R	Rectangle tool	Ctrl+resize	Resize from centre
E	Ellipse tool	F11	Styles & Formatting

## Arrange &amp; Align

Shift+Ctrl+Plus	Bring to front	Ctrl+Shift+F	Alignment dialog
Shift+Ctrl+Minus	Send to back	Ctrl+Shift+H	Distribute objects
Ctrl+Plus	Bring forward one	Ctrl+Shift+G	Ungroup
Ctrl+Minus	Send backward one	Ctrl+G	Group

## Slideshow / Presentation

F5	Start slideshow from start	P / Left	Previous slide
Shift+F5	Start from current slide	B	Black screen toggle
Escape	End slideshow	W	White screen toggle
N / Space / Right	Next slide / animation	Number + Enter	Jump to slide number

## Views &amp; Panels

Ctrl+1	Normal view	Ctrl+5	Slide Sorter view
Ctrl+2	Outline view	Ctrl+Shift+J	Full screen mode
Ctrl+3	Notes view	F6	Next pane / toolbar
Ctrl+4	Handout view	Ctrl+Tab	Switch open documents