# LibreOffice Impress Windows / Linux shortcuts

**START HERE**

Ctrl + Enter
Next text object or new slide

Shift + F3
Duplicate

F2
Edit text of object

Tab
Select next object

F4
Position and Size

F11
Styles deck

F5
Start slide show

Shift + Ctrl + G
Group objects

**Presentation** one .odp or .pptx file

**Slide** pane or sorter thumbnail

**Object** text box, shape, image

## CONCEPTS

Shortcuts are for Windows and Linux. On macOS read Ctrl as Command and Alt as Option. Your desktop may grab some; rebind in Tools > Customize > Keyboard.

In a slide show type a slide number and press Enter to jump straight to it.

## FILES & EDITING

Ctrl + S Save

Ctrl + Z Undo

Ctrl + Y Redo

Ctrl + C Copy

Ctrl + X Cut

Ctrl + V Paste

Ctrl + Shift + V
Paste Special dialog

Ctrl + H Find & Replace

Ctrl + P Print

F7 Spell-check

Ctrl + F7 Thesaurus

## SLIDE SHOW

F5 Start slide show

Esc End slide show

Space / Right / Down / Enter
Next effect or slide

Left / Up / Backspace
Previous effect or slide

Alt + Page › Down
Next slide, skip effects

Alt + Page › Up
Previous slide, skip effects

Home Jump to first slide

End Jump to last slide

<n> › Enter
Go to slide number n

B / . Black screen

## SLIDE SHOW (cont.)

W / , White screen

P Mouse pointer as pen

E Erase all ink on slide

Ctrl + A Turn pen off

## SLIDES

Ctrl + Enter
Next text object, else new slide

Page › Down Next slide

Page › Up Previous slide

Ctrl + Shift + F5 Navigator

Alt + Shift + Page › Down
Move slide down one place

Alt + Shift + Page › Up
Move slide up one place

Alt + Shift + End
Move slide to end

Alt + Shift + Home
Move slide to start

Enter
Sorter: open slide. Slide pane: new slide

## OBJECTS

Tab Select next object

Shift + Tab
Select previous object

Arrows Move selected object

F4 Position and Size dialog

Shift + F3 Duplicate dialog

Alt + click
Select object behind

Alt + Shift + click
Select object in front

Shift + drag
Constrain to horizontal or vertical

Ctrl + drag
Copy object while moving

*Only when Copy when moving is enabled in the options.*

Alt + drag
Draw or resize from the centre

## OBJECTS (cont.)

Shift + drag › corner
Resize keeping proportions

F8 Edit points of a shape

Ctrl + Shift + F8
Fit text to frame

## ARRANGE & GROUP

Shift + Ctrl + G
Group selected objects

Shift + Ctrl + Alt + A
Ungroup

F3 Enter group

Ctrl + F3 Exit group

Ctrl + click
Enter group to edit objects

Ctrl + Plus Bring to front

Shift + Ctrl + Plus
Bring forward

Ctrl + Minus Send backward

Shift + Ctrl + Minus
Send to back

Ctrl + Shift + K
Combine objects

Ctrl + Alt + Shift + K
Split combined object

## VIEW & STYLES

Plus Zoom in

Minus Zoom out

Num › * Fit slide in window

Num › / Zoom to selection

F11 Styles deck

## TEXT EDITING

F2 Edit text of selected object

Shift + Enter
Line break, same paragraph

Ctrl + Left / Ctrl + Right
Move by word

*The help page lists Alt+Ctrl; many desktops grab that, so Ctrl alone works where it is free.*

## TEXT EDITING (cont.)

Home / End
Start / end of line

Shift + Home / Shift + End
Select to start / end of line

Ctrl + Home / Ctrl + End
Start / end of text block

Ctrl + Delete
Delete to end of word

Alt + Ctrl + Backspace
Delete to start of word

Ctrl + Shift + Delete
Delete to end of sentence

Ctrl + Shift + Backspace
Delete to start of sentence

Ctrl + Hyphen Soft hyphen

Ctrl + Shift + Hyphen
Non-breaking hyphen

Ctrl + Shift + Space
Non-breaking space

## RECIPES

### Build a deck quickly

```
# Outline-style slide entry
Ctrl+Enter  # in title, jump to body
Ctrl+Enter  # past last object: new slide
F5          # preview from slide 1
```

### Reorder slides from the keyboard

```
# Focus the slide pane or sorter
Alt+Shift+Page Up    # up one
Alt+Shift+Home       # to start
Alt+Shift+End        # to end
```

### Align a duplicated row of shapes

```
# Select the shape
Shift+F3  # Duplicate: set count and offset
Ctrl+A     # select all objects
F4         # Position and Size
```

### Present with a pen

```
F5       # start show
P        # pen on, drag to draw
E        # erase ink
Ctrl+A   # pen off
B        # black out while you talk
```