LibreOffice Impress Windows / Linux shortcuts

START HERE

F5
Start slide show

Tab
Select next object

Ctrl + **Enter**
Next text object or new slide

F11
Styles deck

F2
Edit text of object

F4
Position and Size

Shift + **Ctrl** + **G**
Group objects

Shift + **F3**
Duplicate

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

SLIDE SHOW (cont.)

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

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

SLIDES (cont.)

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

OBJECTS (cont.)

Ctrl + **drag**
Copy object while moving
Only when Copy when moving is enabled in the options.

Alt + **drag**
Draw or resize from the centre

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

ARRANGE & GROUP (cont.)

Ctrl + **Shift** + **K**
Combine objects

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.

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

TEXT EDITING (cont.)

Ctrl + **Delete**
Delete to end of word

Alt + **Ctrl** + **Backspace**
Delete to start of word

Ctrl + **Hyphen** Soft hyphen

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
```