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
```