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
- **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

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
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- **P** Mouse pointer as pen
- **E** Erase all ink on slide
- **Ctrl** + **A** Turn pen off

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
```