LibreOffice Impress Windows / Linux shortcuts

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.

Presentation one .odp or .pptx file
- **Slide** pane or sorter thumbnail
- **Object** text box, shape, image

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

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

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

Shift + drag
Constrain to horizontal or vertical

Alt + drag
Draw or resize from the centre

Shift + drag › corner
Resize keeping proportions

ARRANGE & GROUP

Shift + Ctrl + G
Group selected objects

Shift + Ctrl + Alt + A
Ungroup

ARRANGE & GROUP (cont.)

F3 Enter group

Ctrl + F3 Exit group

Ctrl + Plus Bring to front

Shift + Ctrl + Plus
Bring forward

Ctrl + Minus Send backward

Shift + Ctrl + Minus
Send to back

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

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

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
```