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.

FILES & EDITING

Ctrl + **S**
Save

Ctrl + **Z**
Undo

Ctrl + **Y**
Redo

Ctrl + **C**
Copy

Ctrl + **X**
Cut

Ctrl + **V**
Paste

Ctrl + **H**
Find & Replace

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

<n> › **Enter**
Go to slide number n

B / **.**
Black screen

SLIDES

Ctrl + **Enter**
Next text object, else new slide

Page › **Down**
Next slide

SLIDES (cont.)

Page › **Up**
Previous slide

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

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

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

Shift + **drag** › **corner**
Resize keeping proportions

ARRANGE & GROUP

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

Shift + **Ctrl** + **Alt** + **A**
Ungroup

F3
Enter group

Ctrl + **F3**
Exit group

TEXT EDITING

F2
Edit text of selected object

Shift + **Enter**
Line break, same paragraph