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