LibreOffice Impress Windows / Linux shortcuts

START HERE

F5
Start slide show

Shift + Ctrl + G
Group objects

Ctrl + Enter
Next text object or new slide

Shift + F3
Duplicate

F2
Edit text of object

Tab
Select next object

F4
Position and Size

F11
Styles deck

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

SLIDE SHOW (cont.)

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

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

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

OBJECTS (cont.)

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

Ctrl + Shift + K
Combine objects

Ctrl + Alt + Shift + K
Split combined object

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.

TEXT EDITING (cont.)

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

Alt + Ctrl + Backspace
Delete to start of word

Ctrl + Shift + Delete
Delete to end of sentence

Ctrl + Shift + Backspace
Delete to start of sentence

Ctrl + Hyphen Soft hyphen

Ctrl + Shift + Hyphen
Non-breaking hyphen

Ctrl + Shift + Space
Non-breaking space

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
```