



Google Slides (PC) cheat sheet

Common actions

Ctrl + M	New slide
Ctrl + D	Duplicate slide
Ctrl + Z	Undo
Ctrl + Y or Ctrl + Shift + Z	Redo
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Alt + C	Copy formatting of the selected text or shape
Ctrl + Alt + V	Paste formatting of the selected text or shape
Ctrl + K	Insert or edit link
Alt + Enter	Open link
Del	Delete
Ctrl + A	Select all
Ctrl + Alt + U then A	Select none
Ctrl + F	Find
Ctrl + H	Find and replace
Ctrl + G	Find again
Ctrl + Shift + G	Find previous
Ctrl + O	Open...
Ctrl + P	Print
Ctrl + S	Save

Note: Every change is automatically saved in Drive

Ctrl + /	Show common keyboard shortcuts
Alt + /	Tool finder (formerly Search the menus)
Alt + Z	(in Google Chrome) Tool finder (formerly Search the menus)
Ctrl + Shift + F	Hide or show menus (compact mode)
Ctrl + Shift + C	Turn on captions while presenting
Ctrl + Alt + Y	Alt text

Film strip actions

Page Up or Up	Move to previous slide
---------------	------------------------

Page Down or Down	Move to next slide
Home	Move focus to first slide
End	Move focus to last slide
Ctrl + Up arrow	Move slide up
Ctrl + Down arrow	Move slide down
Ctrl + Shift + Up arrow	Move slide to beginning
Ctrl + Shift + Down arrow	Move slide to end
Shift + Up arrow	Select previous slide
Shift + Down arrow	Select next slide
Shift + Home	Select first slide
Shift + End	Select last slide

Navigation

Ctrl + +	Zoom in
Ctrl + -	Zoom out
Ctrl + 0	Zoom 100%
Ctrl + Alt + Shift + F	Move to filmstrip
Ctrl + Alt + Shift + C	Move to canvas
Ctrl + Alt + Shift + S	Open speaker notes panel
Ctrl + Alt + Shift + P	Change to HTML view of presentation
Ctrl + Alt + Shift + B	Open animations panel
Enter	Continue in animation preview
Ctrl + Alt + Shift + I	Open Explore
Ctrl + Alt + . or Ctrl + Alt + ,	Go to side panel
Ctrl + Shift + Y	Open dictionary
Ctrl + Alt + Shift + H	Open revision history panel
Ctrl + Alt + E then P	Open cell border selection (for tables)
Enter	Play the selected video
Ctrl + F5	Present slides

Esc	Exit the current mode
-----	-----------------------

Menus

Ctrl + Shift + \ or Ctrl + Shift + X or Shift + F10	Context menu
Alt + F	(in Google Chrome) File menu
Alt + Shift + F	(in other browsers) File menu
Alt + E	(in Google Chrome) Edit menu
Alt + Shift + E	(in other browsers) Edit menu
Alt + V	(in Google Chrome) View menu
Alt + Shift + V	(in other browsers) View menu
Alt + I	(in Google Chrome) Insert menu
Alt + Shift + I	(in other browsers) Insert menu
Alt + O	(in Google Chrome) Format menu
Alt + Shift + O	(in other browsers) Format menu
Alt + T	(in Google Chrome) Tools menu
Alt + Shift + T	(in other browsers) Tools menu
Alt + H	(in Google Chrome) Help menu
Alt + Shift + H	(in other browsers) Help menu
Alt + A	Accessibility menu
Alt + Shift + A	(present when screen reader support is enabled)
Ctrl + Alt + Shift + K	Input tools menu (available in presentations in non-Latin languages)
Ctrl + Shift + K	Toggle input controls (available in presentations in non-Latin languages)

Comments

Ctrl + Alt + M	Insert comment
Ctrl + Enter	Enter current comment
Ctrl + Alt + N then C	Move to next comment in the presentation
Ctrl + Alt + P then C	Move to previous comment in the presentation
J	When focus is on comment, move to next comment
K	When focus is on comment, move to previous comment

R	When focus is on comment, reply to comment
E	When focus is on comment, resolve comment
Ctrl + Alt + Shift + A	Open comment discussion thread

Use keyboard shortcuts on selected comments

R	Reply to current comment
J	Move to next comment
K	Move to previous comment
E	Resolve current comment
U	Exit current comment
Ctrl + Alt + Shift + N	Hide comment

Text

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + ,	Subscript
Ctrl + .	Superscript
Alt + Shift + 5	Strikethrough
Ctrl + \	Clear formatting
Ctrl +	Space
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + Shift + L	Left align
Ctrl + Shift + R	Right align
Ctrl + Shift + E	Center align
Ctrl + Shift + J	Justify
Alt + Shift + Down arrow	Move paragraph down
Alt + Shift + Up arrow	Move paragraph up
Ctrl +]	Increase indent
Ctrl + [Decrease indent
Ctrl + Shift + 8	Bulleted list
Ctrl + Shift + 7	Numbered list

Ctrl + Alt + Shift + E then I	Select list item
Ctrl + Alt + Shift + E then O	Select list items at current level
Ctrl + Alt + N then W	Move to next text formatting change
Ctrl + Alt, + P then W	Move to previous text formatting change
Ctrl + ' (apostrophe)	Move to next misspelling
Ctrl + ; (semicolon)	Move to previous misspelling

Move and arrange objects

Ctrl + D	Duplicate
Ctrl + Alt + G	Group
Ctrl + Alt + Shift + G	Ungroup
Ctrl + Down arrow	Send backward
Ctrl + Up arrow	Bring forward
Ctrl + Shift + Down arrow	Send to back
Ctrl + Shift + Up arrow	Bring to front
Tab	Select next shape
Shift + Tab	Select previous shape
Arrow keys	Nudge up, down, left, or right
Shift + Arrow keys	Nudge one pixel at a time
Alt + Shift + Left arrow	Rotate counterclockwise by 1°
Alt + Shift + Right arrow	Rotate clockwise by 1°
Alt + Left arrow	Rotate counterclockwise by 15°
Alt + Right arrow	Rotate clockwise by 15°
Ctrl + Alt + B	Resize larger horizontally
Ctrl + Alt + I	Resize larger vertically
Ctrl + Alt + J	Resize smaller
Ctrl + Alt + K	Resize larger
Ctrl + Alt + Q	Resize smaller vertically
Ctrl + Alt + W	Resize smaller horizontally
Enter	Exit crop mode
Alt + Left click + Move the mouse	(move with mouse) Suppress guides
Ctrl + Left click + Move the mouse	(move with mouse) Duplicate

Move the mouse	
Ctrl + Left click + Move the mouse	(resize with mouse) Resize from center
Shift + Left click + Move the mouse	(move with mouse) Constrain to vertical or horizontal movements
Shift + Left click + Move the mouse	(resize with mouse) Constrain to object's aspect ratio
Shift + Left click + Move the mouse	(resize with mouse) Constrain to 15° rotation increments

Presenting

Esc	Stop presenting
Right arrow	Next
Left arrow	Previous
Number then Enter	Go to specific slide (7 followed by Enter goes to slide 7)
Home	First slide
End	Last slide
S	Open speaker notes
A	Open audience tools
L	Toggle laser pointer
Ctrl + P	Print
Ctrl + Shift + C	Toggle captions (English only)
F11	Toggle full screen
B or . (period)	Show a blank black slide
Press any key: Return to the presentation from a blank black slide	
W or , (comma)	Show a blank white slide
Press any key: Return to the presentation from a blank white slide	

Video Player

K	Toggle play/pause
U	Rewind 10 seconds
O	Fast forward 10 seconds
Shift + , (comma)	Previous frame (while paused)
Shift + . (period)	Next frame (while paused)
Ctrl + Shift + , (comma)	Decrease playback rate
Ctrl + Shift + . (period)	Increase playback rate
Shift + [0 - 9]	Seek to specific point in the video (Shift + 7 advances to 70%)

of duration)

C	Toggle captions on/off
F	Toggle full screen
M	Toggle mute

Screen reader support

Ctrl + Alt + X	Verbalize selection
Ctrl + Alt + Z	Enable screen reader support
Alt + Shift + ~	Learn more about using Google Slides with a screen reader
Ctrl + Alt + H	Enable braille support
Ctrl + Alt + R	Verbalize from cursor location
Ctrl + Alt + A then F	Announce formatting at cursor location

Source: Google Support

Last modification: 23.09.2023 20:37:43

More information: defkey.com/az/google-slides-2023-shortcuts

[Customize this PDF...](#)