LibreOffice Impress cheat sheet

Function keys

F2	Edit text
F3	Enter Group
Ctrl + F3	Exit Group
Shift + F3	Duplicate
F4	Position and Size
F5	View Slide Show
Ctrl + Shift + F5	Navigator
F7	Spellcheck
Ctrl + F7	Thesaurus
F8	Edit Points.
Ctrl + Shift + F8	Fit text to frame
F11	Styles and Formatting

Slide shows

Esc	End presentation
Space or Right or Down or Page Down or Enter or Enter or N	Play next effect (if any, else go to next slide)
Alt + Page Down	Go to next slide without playing effects
[Num 1 - 9] then Enter	Type a number of a slide and press Enter to go to the slide
Left or Up or Backspace or Page Up or Page Up	Play previous effect again. If no previous effect exists on this slide, show previous slide
Alt + Page Up	Go to the previous slide without playing effects
Home	Jump to first slide in the slide show
End	Jump to the last slide in the slide show
Ctrl + Page Up	Go to the previous slide
Ctrl + Page Down	Go to the next slide
B or .	Show black screen until next key or mouse wheel event
W or ,	Show white screen until next key or mouse wheel event

Normal view

+	Zoom in
-	Zoom out
Num *	Fit page in window
Num /	Zoom in on current selection
Shift + Ctrl + G	Group selected objects
Shift + Ctrl + Alt + A	Ungroup selected group
Ctrl + Left click	Enter a group, so that you can edit the individual objects of the group. Click outside the group to return to the normal view
Shift + Ctrl + K	Combine selected objects
Shift + Ctrl + K	Split selected object. This combination only works on an object that was created by combining two or more objects
Ctrl + +	Bring to Front
Shift + Ctrl + +	Bring Forward
Ctrl + -	Send Backward
Shift + Ctrl + -	Send to Back

Editing text

Ctrl + -	Soft hyphens; hyphenation set by you
Ctrl + Shift + -	Non-breaking hyphen (is not used for hyphenation)
Ctrl + Shift + Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified
Shift + Enter	Line break without paragraph change
Left arrow	Move cursor to left
Shift + Left arrow	Move cursor with selection to the left
Ctrl + Left arrow	Go to beginning of word
Ctrl + Shift + Left arrow	Selecting to the left word by word
Right arrow	Move cursor to right
Shift + Right arrow	Move cursor with selection to the right
Ctrl + Right arrow	Go to start of next word
Ctrl + Shift + Right	Selecting to the right word by

arrow	word
Up arrow	Move cursor up one line
Shift + Up arrow	Selecting lines in an upwards direction
Ctrl + Up arrow	Move cursor to beginning of the previous paragraph
Ctrl + Shift + Up arrow	Select to beginning of paragraph. Next keystroke extends selection to beginning of previous paragraph
Down arrow	Move cursor down one line
Shift + Down arrow	Selecting lines in a downward direction
Ctrl + Down arrow	Move cursor to end of paragraph. Next keystroke move cursor to end of next paragraph
Ctrl + Shift + Down arrow	Select to end of paragraph. Next keystroke extends selection to end of next paragraph
Home	Go to beginning of line
Shift + Home	Go and select to the beginning of a line
End	Go to end of line
Shift + End	Go and select to end of line
Ctrl + Home	Go to start of text block in slide
Ctrl + Shift + Home	Go and select text to start of text block in slide
Ctrl + End	Go to end of text block in slide
Ctrl + Shift + End	Go and select text to end of document
Ctrl + Del	Delete text to end of word
Ctrl + Backspace	Delete text to beginning of word
Ctrl + Backspace	In a list: delete an empty paragraph in front of the current paragraph
Ctrl + Shift + Del	Delete text to end of sentence
Ctrl + Shift + Backspace	Delete text to beginning of sentence

General

Arrow keys	Moves the selected object or the page view in the direction of the arrow
Ctrl + Arrow keys	Move around in the page view
Shift + Move the mouse	Constrains the movement of the selected object horizontally or vertically
Ctrl + Move the mouse	Hold down Ctrl and drag an object to create a copy of the object
Alt	(with Copy when moving option active) Hold down Alt to draw or resize objects by dragging from the center of the object outward
Alt + Left click	Select the object behind the currently selected object
Alt + Shift + Left click	Select the object in front of the currently selected object
Shift + Left click	Select adjacent items or a text passage. Click at the start of a selection, move to the end of the selection, and then hold down Shift while you click
Shift + Move the mouse	(when resizing) Hold down Shift while dragging to resize an object to maintain the proportions of the object
Tab	Select objects in the order in which they were created
Shift + Tab	Select objects in the reverse order in which they were created
Esc	Exit current mode
Enter	Activate a placeholder object in a new presentation (only if the frame is selected)
Ctrl + Enter	Moves to the next text object on the slide
IF	there are no text objects on the slide, or if you reached the last text object, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide
Page Up	Switch to the previous slide. No function on the first slide
Page Down	Switch to the next slide. No function on the last slide

Slide Sorter

Home or End	Set the focus to the first/last slide
leftright or Page Up or Page Down	Set the focus to the next/previous slide
Enter	Change to Normal Mode with the active slide

Source: LibreOffice help

Last modification: 11/11/2019 8:10:24 PM

More information: *defkey.com/bn/libreoffice-impress-shortcuts*

Customize this PDF...