Canva (Windows) cheat sheet

General

Ctrl + /	Toggle object panel
?	Toggle assistant

Moving elements

Arrow keys	Move selection by 1 pixel
Shift + Arrow keys	Move selection by 10 pixels
Ctrl + [	Arrange element backward
Ctrl +]	Arrange element forward
Ctrl + Alt + [	Arrange element to back
Ctrl + Alt +]	Arrange element to front
Ctrl + Left click	(click on overlapping elements) Select the element on behind
Esc	Deselect element

Text

T	Add text
Shift + Ctrl + K	Transform text to uppercase
Ctrl + B	Bold text
Ctrl + I	Italicized text
Shift + Ctrl + F	Open font menu
Shift + Ctrl + ,	Decrease font size by one point
Shift + Ctrl + .	Increase font size by one point
Shift + Ctrl + L	Left align text
Shift + Ctrl + C	Center align text
Shift + Ctrl + R	Right align text
Shift + Ctrl + H	Anchor text normally (top)
Shift + Ctrl + M	Anchor text to middle
Shift + Ctrl + B	Anchor text to bottom
Alt + Up arrow / Down arrow	Increase or decrease line spacing
Alt + Ctrl + Up arrow / Down arrow	Arrange element to back or front
Shift + Ctrl + J	Align text boxes (works with grouped text boxes)

Other useful shortcuts

Ctrl + S	Save
Ctrl + Z	Undo
Ctrl + Y or Shift + Ctrl + Z	Redo
Del	Delete the content of the selection
Ctrl + /	Toggle object panel
Ctrl + G	Group elements
Shift + Ctrl + G	Ungroup elements
Ctrl + A	Select all
Ctrl + D	Duplicate
Tab	Select next
Shift + Tab	Select previous
R	Add rectangle
Ctrl + Enter	Add empty page
Ctrl + Backspace	Delete empty page
Ctrl + + or Ctrl + =	Zoom in
Ctrl + -	Zoom out
L	Add line
Ctrl + 0	Zoom to actual size
Alt + Ctrl + 0	Zoom to fit
Shift + Ctrl + 0	Zoom to fill

Source: Canva

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More information: *defkey.com/canva-windows-shortcuts*

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