



OnlyOffice Presentation Editor cheat sheet

Working with Presentation

Alt + F	Open 'File' panel
Ctrl + F	Open 'Find' dialog window
Ctrl + H	Open 'Find and Replace' menu (panel) with replacement field
Ctrl + Shift + H	Open 'Comments' panel
Alt + H	Open comment field
Alt + Q	Open 'Chat' panel (Online Editors)
Ctrl + S	Save presentation
Ctrl + P	Print presentation
Ctrl + Shift + S	Download As...
F11	Full screen (Online Editors)
F1	Help menu
Ctrl + O	Open existing file
Ctrl + Tab	Switch to the next tab
Ctrl + Shift + Tab	Switch to the previous tab
Ctrl + W or Ctrl + F4	Close file
Shift + F10	Element contextual menu
Esc	Close menu or modal window, reset modes, etc.
Ctrl + 0	Reset the 'Zoom' parameter

Navigation

Home	The first slide
End	The last slide
Page Down or Down or Right	Next slide
Page Up or Up or Left	Previous slide
Ctrl + +	Zoom In
Ctrl + -	Zoom Out
Tab or Shift + Tab	Navigate between controls in modal dialogues

Performing Actions on Slides

Ctrl + M or Enter	New slide
Del or Backspace	Remove slide
Ctrl + D	Duplicate slide

Ctrl + Up arrow	Move slide up
Ctrl + Down arrow	Move slide down
Ctrl + Shift + Up or Ctrl + Shift + Page Up	Move slide to beginning
Ctrl + Shift + Down or Ctrl + Shift + Page Down	Move slide to end

Performing Actions on Objects

Enter	Working with shapes
Enter	Working with charts
Ctrl	Create a copy when dragging
Ctrl + D	Create a copy
Ctrl + G	Group
Ctrl + Shift + G	Ungroup
Tab	Move focus to the next object
Shift + Tab	Move focus to the previous object
Shift + Left click + Move the mouse	(drag when drawing lines/arrows) Change angle of line/arrow when drawing
Ctrl + Arrow keys	Movement pixel by pixel
Arrow keys	Move shape by a big step

Modifying Objects

Shift + Left click + Move the mouse	(drag) Constrain movement
Shift + Left click + Move the mouse	(drag when rotating) Set 15-degree-rotation
Shift + Left click + Move the mouse	(drag when resizing) Maintain proportions

Working with Tables

Tab	Move to the next cell in a row
Shift + Tab	Move to the previous cell in a row
Down arrow	Move to the next row
Up arrow	Move to the previous row
Enter	Start new paragraph
Tab	(in the lower right table cell) Add new row

Previewing Presentation

Ctrl + F5	Start a presentation
Enter or Page Down or Right or Down or Space	Navigate forward
Page Up or Left or Up	Navigate backward
Home	Navigate to the first slide
End	Navigate to the last slide
Slide number + Enter: Navigate to the specified slide	
Esc	Close preview
Esc	Undo and Redo
Ctrl + Z	Undo
Ctrl + Y	Redo

Cut, Copy, and Paste

Ctrl + X or Shift + Del	Cut
Ctrl + C or Ctrl + Insert	Copy
Ctrl + V or Shift + Insert	Paste
Ctrl + Shift + V	Paste text without style formatting
Alt + Ctrl + C	Copy style
Alt + Ctrl + V	Apply style

Paste Special options 1

Ctrl then H	Use destination theme
Ctrl then K	Keep source formatting
Ctrl then U	Paste as picture
Ctrl then T	Keep text only

Working with Hyperlinks

Ctrl + K	Insert hyperlink
Enter	Visit hyperlink

Selecting with the Mouse

Shift	Add to the selected fragment
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Selecting using the Keyboard

Ctrl + A	Select all
Shift + Page Down or Shift + Down	Add the next slide in the slide list to the selection
Shift + Page Up or Shift + Up	Add the previous slide in the slide list to the selection
Shift + Home	Select to the first slide
Shift + End	Select to the last slide
Shift + Home	Select text from cursor to beginning of line
Shift + End	Select text from cursor to end of line
Shift + Right arrow	Select one character to the right
Shift + Left arrow	Select one character to the left
Ctrl + Shift + Right arrow	Select to the end of a word
Ctrl + Shift + Left arrow	Select to the beginning of a word
Shift + Up arrow	Select one line up
Shift + Down arrow	Select one line down
Shift + Esc	Deselect all

Text Styling

Ctrl + Shift + 8	Nonprinting characters
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + 5	Strikeout
Ctrl + .	Subscript
Ctrl + ,	Superscript
Ctrl + Shift + L	Bulleted list
Ctrl + Space	Clear formatting
Ctrl +]	Increase font
Ctrl + [	Decrease font
Ctrl + E	Align center
Ctrl + J	Align justified
Ctrl + R	Align right
Ctrl + L	Align left
Ctrl + M	Increase left indent

Ctrl + Shift + M	Decrease left indent
Backspace	Delete one character to the left
Del	Delete one character to the right
Ctrl + Backspace	Delete word/selection/graphical object to the left of cursor
Ctrl + Del	Delete word/selection/graphical object to the right of cursor
Tab	Increase list item level
Shift + Tab	Decrease list item level
Tab	Add tab character to paragraph
Shift + Enter or Enter	Add new placeholder to equation argument
Shift + Enter	Add line break to text
Enter	Add paragraph

Inserting special characters

Ctrl + Alt + E	Insert the Euro sign
Ctrl + Shift + Space	Create nonbreaking space

Moving around in text

Arrow keys	Move one character to the left/right or one line up/down
Ctrl + Left arrow	Move to the beginning of a word or one word to the left
Ctrl + Right arrow	Move one word to the right
Ctrl + Enter	Move to next placeholder or create new slide
Home	Jump to the beginning of the line
End	Jump to the end of the line
Ctrl + Home	Jump to the beginning of the content
Ctrl + End	Jump to the end of the content

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More information: defkey.com/da/onlyoffice-presentation-editor-shortcuts

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