



Prezi (Windows) cheat sheet

Prezi Present

Ctrl + A	Select all
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + G	Group
Ctrl + D	Duplicate

Presentation:

F5	Present
Left arrow / Right arrow	Move backward/forward one step
Backspace	Go back one layer in the presentation
Home	Navigate to the first step or custom starting point of the presentation
End	Navigate to the last step of the presentation
Esc	Exit full-screen

Prezi Design

Editor:

T	Add text
C	Add chart
M	Add map
I	Add graphics
S	Add shape
G	Switch between smart guides and the grid layout
O	View all objects located outside of the canvas border
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all objects on the active page
Ctrl + +	Zoom in the page
Ctrl + -	Zoom out the page
Ctrl + 0	Reset zoom to 100%

Ctrl + Up arrow / Down arrow

Switch to next/previous page

Selected objects:

Backspace or Ctrl + X

Delete object

Ctrl + C

Copy object

Ctrl + V

Paste object

Alt + Left click + Move the mouse

Duplicate and drag object

Ctrl + Shift + C

Copy object style

Ctrl + Shift + V

Paste object style

Ctrl + D

Duplicate object

Ctrl + G

Group

Ctrl + Shift + G

Ungroup objects

Ctrl +]

Bring forward

Alt + Ctrl +]

Bring to front

Ctrl + [

Send backward

Alt + Ctrl + [

Send to back

Arrow keys

Move object by 1px

Shift + Arrow keys

Move object by 10px

Shift + Left click + Move the mouse

(dragging) Lock movement on X or Y axis depending on the first movement

R

(hold while moving mouse) Rotate

Shift + R

(hold while moving mouse) Rotate by 15-degree steps

Alt

(hold while resizing) Resize from object center

Text object:

Ctrl + B

Make text bold

Ctrl + I

Slant text

Ctrl + U

Underline text

Ctrl + A

Select all text

Ctrl + Enter

Accept changes & exit editing

Preview/presentation mode:

Left arrow / Right arrow

Switch to next/previous page

Esc

Exit preview/presentation mode

Prezi Video

Left arrow / Right arrow	Move to previous/next slide in the presentation
Space	Pause the recording
During recording:	
Space	Pausing the recording
B	Toggle content visibility
1	Presenter + content view
2	Content-only view
3	Transparent view
Alt + N	Hide/unhide name tag
Esc	Stop recording
Watching a video via the view page:	
Space or K	Toggle play/pause
F	Toggle fullscreen
M	Toggle mute
J	Go back 10 seconds
L	Go forward 10 seconds
Left arrow	Go back 5 seconds
Right arrow	Go forward 5 seconds
Down arrow	Volume down
Up arrow	Volume up

Last modification: 2024/01/01 14:50:07

More information: defkey.com/ja/prezi-windows-shortcuts

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Prezi Video Desktop

General:

Ctrl + N	Create a new video
Ctrl + O	Open
Ctrl + S	Save
Ctrl + Shift + S	Save as

Editing:

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + A	Select all

Viewing/recording:

Ctrl + B	Toggle content visibility
Ctrl + 1	Presenter + content view
Ctrl + 2	Content only view
Ctrl + 3	Transparent view
Alt + N	Hide/unhide name tag
Space	Pause/Resume recording

Source: Prezi (1, 2, 3)