LibreOffice

The Document Foundation

Impress Guide

*Appendix A
Keyboard Shortcuts*

Copyright

This document is Copyright © 2010–2014 by its contributors as listed below. You may distribute it and/or modify it under the terms of either the GNU General Public License (http://www.gnu.org/licenses/gpl.html), version 3 or later, or the Creative Commons Attribution License (http://creativecommons.org/licenses/by/4.0/), version 4.0 or later.

All trademarks within this guide belong to their legitimate owners.

Contributors

T. Elliot Turner   Jean Hollis Weber   Peter Schofield

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org

Note: Everything you send to a mailing list, including your email address and any other personal information that is written in the message, is publicly archived and cannot be deleted.

Acknowledgments

This chapter is based on Appendix A of the *OpenOffice.org 3.3 Impress Guide*. The contributors to that chapter are:

Peter Hillier-Brook   Jean Hollis Weber   Michele Zarri
Rachel Kartch

Publication date and software version

Published 22 August 2014. Based on LibreOffice 4.2.

Contents

Introduction

You can use LibreOffice without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard. Although LibreOffice has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

For help with LibreOffice keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the "shortcut" or "accessibility" keywords.

In addition to using the built-in keyboard shortcuts (listed in this Appendix), you can also define your own. You can assign shortcuts to standard Impress functions or your own macros and save them for use with Impress only, or with the entire LibreOffice suite.

To adapt shortcut keys to your needs, use the Customize dialog as described in this section and in *Chapter 11 Setting Up and Customizing Impress*.

Tip for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	**LibreOffice > Preferences**	Access setup options
Right-click	*Control+click* and/or *right-click* depending on computer setup	Open a context menu
Ctrl (Control)	⌘ *(Command)*	Used with other keys
F5	*Shift+⌘+F5*	Open the Navigator
F11	*⌘+T*	Open the Styles and Formatting window

Note	Some of the shortcut keys in this appendix may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to LibreOffice. Try to assign different keys either for LibreOffice in **Tools > Customize > Keyboard**, or in your computer system.

Impress function keys

Shortcut Keys	Effect
F1	Open LibreOffice Impress Help.
F2	Select text tool and edit text.
Ctrl+F2	Starts a slide show.
F3	Enter group and edit group.
Shift+F3	Duplicate object.
Ctrl+F3	Exit group.

Shortcut Keys	Effect
F4	Open Position and Size dialog.
F5	Starts a slide show.
Shift+F5	Restart a slide show at the current slide where the slide show was previously stopped at.
Alt+Shift+F5	Go to the first slide in a presentation when in Normal view.
Ctrl+Shift+F5	Open Navigator.
F6	Forward navigation within the on screen elements without using mouse.
Shift+F6	Backward navigation within the on screen elements without using mouse.
F7	Start spelling checker.
Ctrl+F7	Open thesaurus.
F8	Edit points.
Ctrl+Shift+F8	Fit text to frame.
Shift+F10	Open context menu of a selected object.
F11	Open Styles and Formatting dialog.

Slide show shortcut keys

Shortcut Keys	Effect
Esc or Minus (-)	End presentation.
Down arrow or Right arrow or Page Down	Go to next slide
Up arrow or Left arrow or Page Up	Go to previous slide
Alt+Page Down	Go to next slide without playing effects.
Alt+Page Up	Go to the previous slide without playing effects.
[number] + Enter	Type the number of a slide and press Enter to go to the slide.
Spacebar or Right arrow or Down arrow or Page Down or Enter or Return or N	Play the next effect on the slide. If no previous effect exists on this slide, go to next slide.
Left arrow or Up arrow or Page Up or Backspace or P	Play previous effect again. If no previous effect exists on this slide, show previous slide.
Home	Jump to first slide in the slide show.
End	Jump to the last slide in the slide show.
B or . (period)	Show black screen until next key or mouse wheel event.
W or , (comma)	Show white screen until next key or mouse wheel event.

Normal view shortcut keys

Shortcut Keys	Effect
Plus(+)	Zoom in.
Minus(-)	Zoom out.
Times(×) (number pad)	Fit page in window.
Divide(÷) (number pad)	Zoom in on current selection.
Shift+Ctrl+G	Group selected objects.
Shift+Ctrl+Alt+G	Ungroup selected group.
Ctrl+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 keyboard combination only works on an object that was created by combining two or more objects.
Ctrl+Plus(+)	Bring to front.
Shift+Ctrl+Plus(+)	Bring forward.
Ctrl+Minus(-)	Send backward.
Shift+Ctrl+Minus(-)	Send to back.

Editing text shortcut keys

Shortcut Keys	Effect
Ctrl+Hyphen(-)	Custom hyphens; hyphenation set by you.
Ctrl+Shift+Minus(-)	Non-breaking dash and 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 the left.
Shift+Left arrow	Move cursor with selection to the left.
Ctrl+Left arrow	Go to beginning of a word.
Ctrl+Shift+left arrow	Select to the left word by word.
Right arrow	Move cursor to the right.
Shift+Right arrow	Move cursor with selection to the right.
Ctrl+Right arrow	Go to beginning of next word.
Ctrl+Shift+Right arrow	Select to the right word by word.
Up arrow	Move cursor up one line.
Shift+Up arrow	Selecting lines going upwards in the document.
Ctrl+Up arrow	Move cursor to the beginning of the paragraph.

Shortcut Keys	Effect
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 going downwards in the document.
Ctrl+Down arrow	Move cursor to end of 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 to and select to the beginning of a line.
Ctrl+Home	Go to start of text block in slide.
Ctrl+Shift+Home	Go to and select to the beginning of text block in slide.
End	Go to end of line.
Shift+End	Go to and select to end of a line.
Ctrl+End	Go to end of text block in a slide.
Ctrl+Shift+End	Go to and select to the end of text block in a slide.
Ctrl+Del	Delete text to end of word.
Ctrl+Shift+Del	Delete text to end of sentence.
Ctrl+Backspace	Delete text to beginning of word. In a list, delete an empty paragraph in front of current paragraph.
Ctrl+Shift+Backspace	Delete text to beginning of sentence.

Impress shortcut keys

Shortcut Keys	Effect
Arrow	Move the selected object or the page view in the direction of the arrow.
Ctrl+Arrow	Move the slide in the normal view.
Shift+drag	Constrain the movement of the selected object horizontally or vertically.
Ctrl+drag	Hold down *Ctrl* and drag an object to create a copy of the object.
Alt+drag	Hold down *Alt* to draw or resize objects by dragging from the centre of the object outward.
Alt+click	Select the object behind the currently selected object.
Alt+Shift+click	Select the object in front of the currently selected object.
Shift+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+drag	Hold down *Shift* while dragging to resize an object to maintain the proportions of the object.

Shortcut Keys	Effect
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 place-holder object in a new presentation (only if the frame is selected).
Ctrl+Enter	Move 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 navigation

Shortcut Keys	Effect
Right arrow	Moves the focus to the next slide.
Left arrow	Moves the focus to the previous slide.

Using shortcut keys

Some of the shortcut keys may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to LibreOffice. Try to assign different keys either for LibreOffice, in **Tools > Customize > Keyboard**, or in your computer system.

You can use the keyboard to access Impress commands as well as to navigate through the workspace. LibreOffice Impress uses the same shortcut keys as LibreOffice Draw to create drawing objects.

The following sections give examples of using shortcut keys.

Selecting placeholders

AutoLayouts in Impress use placeholders for slide titles, text, and objects. To select a placeholder, press *Ctrl+Enter*. To move to the next placeholder, press *Ctrl+Enter* again.

If you press *Ctrl+Enter* after you reach the last placeholder in a slide, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.

Creating and editing drawing objects

1) Press *F6* repeatedly until the Drawing toolbar is active.
2) Press the *Right* or *Left arrow* key until you reach the toolbar icon of a drawing tool.
3) If there is an arrow next to the icon, the drawing tool opens a sub toolbar. Press the *Up* or *Down arrow* key to open the sub toolbar.
4) Press the *Right* or *Left arrow* key to select an icon.

5) Press *Ctrl+Enter* and the object is created at the center of the current slide.
6) To return to the document, press *Ctrl+F6*.
7) Use the *arrow keys* to position the object where you want.
8) To select a command from the context menu for the object, press *Shift+F10* to open the context menu.
9) Use the *Up* or *Down arrow* to select the command.
10) Press *Enter* to execute the command.
11) Press *Esc* key to exit.

Selecting objects

1) Press *Ctrl+F6* to enter the document.
2) Press *Tab* until you reach the object you want to select.

Running a slide show

1) To start a slide show, press *Ctrl+F2* or *F5*.
2) Advance to the next slide or to the next animation effect, press *Spacebar*.
3) Advance to the next slide without playing object animation effects, press *Alt+PageDown*.
4) Return to previous slide, press *Left arrow* or *PageUp*.
5) Go to a specific slide, type the page number of the slide and press *Enter*.
6) Stop slide show, press *Esc* or *–*.

Using Slide Sorter view

When you first switch to Slide Sorter view, press *Enter* to change the keyboard focus to the workspace. Or, press *F6* to navigate to the workspace and then press *Enter*.

Selecting and deselecting slides

1) Use the *arrow keys* to navigate to the slide that you want to select.
2) Use the *Shift+arrow keys* to continuously select more than one slide.

Copying slides

1) Use the *arrow keys* to navigate to the slide that you want to copy and press *Ctrl+C*.
2) Move to the slide where you want to paste the copied slide and press *Ctrl+V*.

Moving slides

1) Use the *arrow keys* to navigate to the slide that you want to move and press *Ctrl+X*.
2) Navigate to the slide where you want to move the slide and press *Ctrl+V*.
3) Select *Before* or *After* the current slide and click **OK**.