

LibreOffice Impress Presentation All Shortcut Keys

Bright Classes & Computer Institute

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Shortcut keys	Effect
Ctrl+A	Select all page content
Ctrl+B	Make selected text bold
Ctrl+C	Copy the selected content
Ctrl+E	Align selected text in center alignment
Ctrl+F	Open Find text dialog box
Ctrl+H	Open Find & Replace text dialog box
Ctrl+I	Italicize the selected text
Ctrl+J	Align selected text in justify alignment
Ctrl+K	Open Hyperlink dialog box
Ctrl+L	Align selected text in left alignment
Ctrl+M	Insert New Slide
Ctrl+N	Create a New document
Ctrl+O	Open an Existing document
Ctrl+P	Open Print dialog box
Ctrl+Q	Close the Libre-Office writer
Ctrl+R	Align selected text in right alignment
Ctrl+S	Save changes to a document
Ctrl+U	Underline the selected text
Ctrl+V	Paste the copied content
Ctrl+W	Close the current window
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change/ forward change
Ctrl+Z	Undo a change/ backward change
Ctrl+ +/ Ctrl+Shift+ +	Bring shape front
Ctrl+ -/ Ctrl+Shift+ -	Bring shape back
Ctrl+[Decrease selected font size
Ctrl+]	Increase selected font size
Ctrl+F4	Save document
Ctrl+Alt+C	Insert comment

Ctrl+Shift+B	Activate or deactivate subscript
Ctrl+Shift+P	Activate or deactivate superscript
Ctrl+Shift+S	Open save as window
Ctrl+Shift+G	Group selected object
Ctrl+Shift+Alt+A or Double click	Ungroups selected group
Ctrl + Click	Used to edit individual object of grouped object
Ctrl+Shift+K	Combine selected object
Ctrl+Shift+Alt+K	Uncombines selected group
Shift + F3	Opens the Duplicate dialog
Plus Button/ +	Page Zoom out
Minus Button/ -	Page Zoom in
Multiply Button/ *	Zooms to fit entire page in screen
Home Button	Jump to the first slide
End Button	Jump to the last slide
F1	Open LibreOffice help window
F4	Open position and size window
F5	Run presentation
F7	Spellings and grammar check
Alt+F4	Close the window

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For more details visit
Website : www.brcinstitute.com
What App : 80052 27229
Insta Id : brcinstitute
Youtube : brcinstitue
E-Mail : brcinstitute111@gmail.com