Top keyboard shortcuts

macOS

Text

⌘+B	Bold on/off
⌘+I	Italic on/off
⌘+L	Left justified text
⌘+E	Centred text
⌘+R	Right justified text
⌘+Shift+< (or >)	Decrease (or increase) font size
⌘+T	Open Font dialog box
Option+← / →	Move cursor one word left (or right)
⌘+← / →	Go to the start (or end) of the line
⌘+[/]	Promote/demote indented items
Option+Backspace	Delete one word behind the cursor
Option+Fn+Backspace	Delete one word ahead of the cursor

Files

⌘+W	Close the current file
⌘+S	Save
⌘+Shift+S	Save As...
⌘+O	Open
⌘+P	Print
⌘+Shift+N	Insert new slide

Copy & paste

⌘+D	Create a duplicate (shapes and slides)
⌘+C	Copy
⌘+V	Paste
⌘+V, ⌘, T	Paste plain text
⌘+X	Cut
⌘+Z	Undo
⌘+Y	Repeat the last action (reverse undo)
Shift+⌘+C	Copy the formatting style
Shift+⌘+V	Paste the above copied formatting style

Shapes

⌘+Ctrl+Opt+G	Show/hide drawing guides
Opt+Shift+⌘+F/B	Move object forward or back one layer
Shift+⌘+F/B	Move object to front or back
Return	Edit the text in the selected shape
⌘+Option+G	Group objects
⌘+Option+Shift+G	Ungroup objects
⌘+Option+J	Regroup objects
⌘+A	Select everything
Option+← / →	Rotate by 15°
Ctrl+Option+← / →	Rotate by 1°

Presenting

⌘+Shift+Return	Start the slide show from the beginning
⌘+Return	Start the slide show from the current slide
B	Display a black screen instead of slide
W	Display a white screen instead of slide
Slide #, Return	Go to a particular slide when presenting

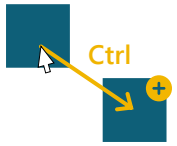
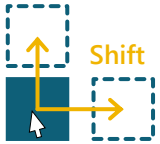
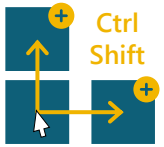
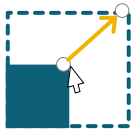
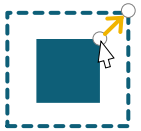
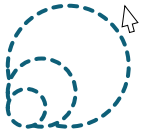
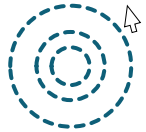
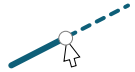
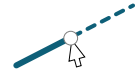
Other tips

For buttons you use frequently that have no shortcuts, add them to the Quick Access toolbar: press ⌘+, to bring up Preferences, the click Ribbon & Toolbar. Find the command you need on the left-hand side, and press the > button to move it to the toolbar.

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Using the keyboard with mouse actions

macOS

	Plus Ctrl		Plus Shift		Plus Ctrl & Shift	
Click & drag	Create a copy		Move horizontally or vertically only		Create a copy aligned horizontally or vertically	
Corner handle	Resize around the centre of the shape		Keep the aspect ratio while sizing		Keep the aspect ratio and resize around the centre	
Edge handle	Change width/height around the centre		*No additional effect*		*Same as just Ctrl:* Change width/height around the centre	
Draw shape	Draw freestyle around a centre point		Keep the original aspect ratio		Keep the aspect ratio around the centre	
Draw Line	*No additional effect*		Lock to 45° or 90° angles		*Same as just Shift:* Lock to 45° or 90° angles	
Resize line	*No additional effect*		Keep the angle of the line locked		*Same as Shift+*	

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