

Common Google Slides keyboard shortcuts

To work quickly on applications, using keyboard shortcuts is the most effective way. Here are common Google Slides keyboard shortcuts that save you time.

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Common Google Slides keyboard shortcuts

1. General shortcut keys
2. Shortcut to format text
3. Keyboard shortcuts using Filmstrip
4. Shortcuts move in a presentation
5. Keyboard shortcuts move and arrange objects in slides
6. Shortcuts show presentations
7. Shortcut menu access on PC
8. Menu access shortcuts on macOS

This is not a complete list of Google Slides keyboard shortcuts, just the common keyboard shortcuts. For a full listing, visit the [Google Slides support page](#).

To open a list of keyboard shortcuts in Google Slides, press `Ctrl + /` (Windows and Chrome OS) or `Cmd + /` (macOS).

Undo	Ctrl + Z	Group	Ctrl + Alt + G
Redo	Ctrl + Y	Ungroup	Ctrl + Alt + Shift + G
Cut	Ctrl + X	Bold	Ctrl + B
Copy	Ctrl + C	Italic	Ctrl + I
Paste	Ctrl + V	Underline	Ctrl + U
Paste without formatting	Ctrl + Shift + V	Toggle bulleted list	Ctrl + Shift + B
Duplicate objects	Ctrl + D	Find and replace	Ctrl + H
Move on a straight axis	Shift + [arrow]	Add new slide	Ctrl + M
Keep aspect when resizing	Shift + [corner handle]	Duplicate slide	Ctrl + D
Rotate by 15° increments	Shift + [rotate handle]	Run slideshow from the beginning	Ctrl + Shift + FS
Multiple object select	Ctrl + [arrow] or [corner handle]	Run slideshow from current slide	Ctrl + FS
Select all	Ctrl + A	Add comment	Ctrl + Alt + M
Zoom in	Ctrl + Alt + +	Bring object forward	Ctrl + F
Zoom out	Ctrl + Alt + -	Send object backwards	Ctrl + B

General shortcut keys

These shortcuts make everything easier from copying text to undoing errors.

Description

Windows / Chrome OS keyboard shortcuts

MacOS keyboard shortcut

Create new slide **Ctrl + M** **Cmd + M** Copy the currently selected slide in filmstrip **Ctrl + D** **Cmd + D** Copy selected text or chart to Clipboard **Ctrl + C** **Cmd + C** Cut selected text or chart into Clipboard **Ctrl + X** **Cmd + X** Paste content in Clipboard into slide **Ctrl + V** **Cmd + V** Undo action **Ctrl + Z** **Cmd + Z** Redo action **Ctrl + Y** **Cmd + Y** Insert or edit an external link **Ctrl + K** **Cmd + K** Save (All changes will be saved in Drive) **Ctrl + S** **Cmd + S** Print presentation **Ctrl + P** **Cmd + P** Open file from Drive or computer **Ctrl + O** **Cmd + O** Find specific text on a slide **Ctrl + F** **Cmd + F** Find and replace text in slides **Ctrl + H** **Cmd + H** Switch to Compact (hide menu) **Ctrl + Shift + F** **Cmd + Shift + F**

Shortcut to format text

Google Slides has loads of shortcuts that allow you to format text in each slide. These are shortcuts used to do things like italic, bold, or underlined text.

Description

Windows / Chrome OS keyboard shortcuts

MacOS keyboard shortcut

Highlight text **Ctrl + B** **Cmd + B** Italicize text **Ctrl + I** **Cmd + I** Underline text **Ctrl + U** **Cmd + U** Strike through text **Alt + Shift + 5** **Cmd + Shift + X** Align text indent **Ctrl + Shift + J** **Cmd + Shift + J** Copy selected text format **Ctrl + Alt + C** **Cmd + Option + C** Paste text format **Ctrl + Alt + V** **Cmd + Option + V** Delete **Ctrl + Ctrl** text format **Cmd +** Increase or decrease the font, increase or decrease one size **Ctrl + Shift +>** **and** **Cmd + Shift +>** **and** Increase or decrease indent **Ctrl +]** **and** **[** **Cmd +]** **and** **[** Left align text **Ctrl + Shift + L** **Cmd + Shift + L** Center align text **Ctrl + Shift + E** **Cmd + Shift + E** Right align text **Ctrl + Shift + R** **Cmd + Shift + R** Insert numbered lists **Ctrl + Shift + 7** **Cmd + Shift + 7** Insert bullet list **Ctrl + Shift + 8** **Cmd + Shift + 8**

Keyboard shortcuts using Filmstrip

Filmstrip is the left pane that contains a list of all slides vertically. You can use these shortcuts when you want to focus on Filmstrip.

Description

Windows / Chrome OS keyboard shortcuts

MacOS keyboard shortcut

Select Filmstrip **Ctrl + Alt + Shift + F** **Cmd + Option + Shift + F** Select an empty area **Ctrl + Alt + Shift + C**
Cmd + Option + Shift + C Move to the previous or next slide **Up / down arrow** **Arrow up / down arrow**
Moves from the first slide to the last slide

Home / End (Windows)

Ctrl + Alt + up arrow / down arrow (Chrome OS)

Fn + Left arrow / right arrow Move the selected slide up or down **Ctrl + Up arrow / down arrow** **Cmd + Up arrow / down arrow** Move the current slide up to the top or down **Ctrl + Shift + Arrow up / down arrow**
Cmd + Up arrow / down arrow Expand selection to the previous slide or next slide **Shift + Up arrow / down arrow**
Shift + Up arrow / down arrow Select the first or last slide with **Shift + Home / End** **Shift + Fn + Left arrow / right arrow**

Shortcuts move in a presentation

You can move around documents quickly without using the mouse with these useful keyboard shortcuts.

Description

Windows / Chrome OS keyboard shortcuts

MacOS keyboard shortcut

Zoom in / out in a blank area **Ctrl + Alt and +/-** **Cmd + Option and +/-** Open the presenter's notes table
presentation **Ctrl + Alt + Shift + P** **Cmd + Option + Shift + P** Open slide transition panel **Ctrl + Alt + Shift + B**
Cmd + Option + Shift + B

Keyboard shortcuts move and arrange objects in slides

You may have several objects, images or shapes in a presentation that need to be moved or changed. This is how you do without using a mouse.

Description

Windows / Chrome OS keyboard shortcuts

MacOS keyboard shortcut

Select the next object or shape **Tab** **Tab** Select the object or shape before **Shift + Tab** **Shift + Tab** Duplicate the currently selected object **Ctrl + D** **Cmd + D** Group of selected objects **Ctrl + Alt + G** **Cmd + Option + G**
Ungroup objects **Ctrl + Alt + Shift + G** **Cmd + Option + Shift + G** Send selected object backward or forward
Ctrl + Down arrow / up arrow **Cmd + Down arrow / up arrow** Send selected object **backward** or forward
Ctrl + Shift + Down arrow / up arrow **Cmd + Shift + Down arrow / up arrow** Nudge an object or shape to the right or left **Arrow key** Nudge **arrow** **Key** right or left symbol or shape, each inch is a pixel **Shift + Arrow key + Arrow key** Make object or shape smaller than **Ctrl + Alt + J** **Cmd + Ctrl + J** Make object or shape ng

bigger than **Ctrl + Alt + K** **Cmd + Ctrl + K** Make objects or shapes smaller vertically **Ctrl + Alt + Q** **Cmd + Ctrl + Q** Make objects or shapes bigger vertically **Ctrl + Alt + I** **Cmd + Ctrl + W** Make objects or shapes smaller horizontally **Ctrl + Alt + W** **Cmd + Ctrl + I** Make objects or shapes bigger horizontally **Ctrl + Alt + B** **Cmd + Ctrl + B**

Shortcuts show presentations

These shortcuts can make the presentation of your presentation much smoother.

Description

Windows / Chrome OS keyboard shortcuts

MacOS keyboard shortcut

Display slides from the currently selected slide

Ctrl + F5 (Windows)

Ctrl + Search + 5 (Chrome OS)

Cmd + Enter Displays the slide from the first slide

Ctrl + Shift + F5 (Windows)

Ctrl + Search + 5 (Chrome OS)

Cmd + Shift + Enter Go to the next slide **Right arrow / left arrow** **Right arrow / left arrow** Go to the specific slide number (4 + Enter to go to slide number 4) **Number then press Enter** **Number then press Enter** Open Speaker Notes **S S** Open audience tool **A A** Move the laser pointer **L** Switch full screen mode **F11** **Cmd + Shift + F** Display or return from blank black slide **B B** Display or return from blank white slide **W W**

Shortcut menu access on PC

You can use the following keyboard shortcuts on your PC to access the menus in the menu bar.

Description

Chrome

Other browser

Access the File menu **Alt + F** **Alt + Shift + F** Access the Edit **Alt** menu + **E** **Alt + Shift + E** Access the View

Alt + V **Alt + Shift + V** menu Access Insert **Alt + I** **Alt + Shift + I** Access menu Format **Alt + O** **Alt + Shift +**

O Access Tools menu **Alt + T** **Alt + Shift + T** Access Help menu **Alt + H** **Alt + Shift + H** Access Accessibility

menu (displayed when screen reader support is on) **Alt + A** **Alt + Shift + A** Display the browser context menu

(By default, Google Slides overrides the browser context menu with its context menu) **Shift + Right-click** **Shift + Right-click**

Menu access shortcuts on macOS

You can access the menu bar with keyboard shortcuts on Mac.

Description

Shortcut keys

Access menu File **Ctrl + Option + F** Access menu Edit **Ctrl + Option + E** Access menu View **Ctrl + Option + V** Access menu Insert **Ctrl + Option + I** Access menu Format **Ctrl + Option + O** Access menu Tools **Ctrl + Option + T** Access the Help menu **Ctrl + Option + H** Access the Accessibility menu (displayed when screen reader support is enabled) **Ctrl + Option + A** Access the Input Tools menu (available in documents containing non-Latin languages) **Cmd + Option + Shift + K** Display the browser context menu (By default, Google Slides overrides the browser context menu with its context menu) **Shift + Right-click**

Now you have equipped with useful Google Slides keyboard shortcuts. If you can't find what you need, be sure to check out the Google support page for more info.

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