



Google slides shortcuts (WINDOWS)



Common actions

New slide	Ctrl+m
Duplicate slide	Ctrl+d
Undo	Ctrl+z
Redo	Ctrl+y or Ctrl+Shift+z
Copy	Ctrl+c
Cut	Ctrl+x
Paste	Ctrl+v
Copy formatting of selected	Ctrl+Alt+c
Paste formatting of selected	Ctrl+Alt+v
Insert or edit link	Ctrl+k
Open link	Alt+Enter
Delete	Delete
Select all	Ctrl+a
Select none	Ctrl+Shift+a
Find	Ctrl+f
Find and replace	Ctrl+h
Find again	Ctrl+g
Find previous	Ctrl+Shift+g
Open	Ctrl+o
Print	Ctrl+p
Save (every change saved automatic)	Ctrl+s
Show common keyboard shortcuts	Ctrl+/
Search the menus	Alt+/ or z
Hide or show menus (compact)	Ctrl+Shift+f
Captions while presenting	Ctrl+Shift+c
Alt text	Ctrl+Alt+y

Film strip actions

Move to previous slide	Page Up or ↑
Move to next slide	Page Down or ↓
Move focus to first/last slide	Home or End
Move slide up or down	Ctrl+↑ or ↓
Move slide to beginning	Ctrl+Shift+↑
Move slide to end	Ctrl+Shift+↓
Select previous or next slide	Shift+↑ or ↓
Select first or last slide	Shift+Home or End

Navigation

Zoom in	Ctrl+Alt and +
Zoom out	Ctrl+Alt and -
Move to filmstrip	Ctrl+Alt+Shift+f
Move to canvas	Ctrl+Alt+Shift+c
Open speaker notes panel	Ctrl+Alt+Shift+s
Change to HTML view	Ctrl+Alt+Shift+p
Open animations panel	Ctrl+Alt+Shift+b
Continue animation preview	Enter
Open Explore	Ctrl+Alt+Shift+i
Go to side panel	Ctrl+Alt+. or ,
Open dictionary	Ctrl+Shift+y
Open revision history	Ctrl+Alt+Shift+h
Open cell border (tables)	Ctrl+Alt, e then p
Play the selected video	Enter
Present slides	Ctrl+F5
Exit the current mode	Esc

Menus

Context menu	Ctrl+Shift+\ or x
File menu	Alt+f
Edit menu	Alt+e
View menu	Alt+v
Insert menu	Alt+i
Format menu	Alt+o
Tools menu	Alt+t
Help menu	Alt+h

Comments

Insert comment	Ctrl+Alt+m
Enter current comment	Ctrl+Enter
Next comment	Ctrl+Alt, press n then c
Previous comment	Ctrl+Alt, press p then c
Focus on, move to next comment	j
Focus on, move to prev comment	k
Focus on comment, reply	r
Focus on comment, resolve	e
Open discussion thread	Ctrl+Alt+Shift+a

Text

Bold	Ctrl+b
Italic	Ctrl+i
Underline	Ctrl+u
Subscript	Ctrl+,
Superscript	Ctrl+.
Strikethrough	Alt+Shift+5
Clear formatting	Ctrl+\ or Space
Increase font size	Ctrl+Shift+>
Decrease font size	Ctrl+Shift+<
Left align	Ctrl+Shift+l
Right align	Ctrl+Shift+r
Center align	Ctrl+Shift+e
Justify	Ctrl+Shift+j
Move paragraph down	Alt+Shift+↓
Move paragraph up	Alt+Shift+↑
Increase indent	Ctrl+]
Decrease indent	Ctrl+[
Bulleted list	Ctrl+Shift+8
Numbered list	Ctrl+Shift+7
Select list item	Ctrl+Alt+Shift, e then i
Select current level	Ctrl+Alt+Shift, e then o
Next text formatting	Ctrl+Alt, n then w
Previous text formatting	Ctrl+Alt, p then w
Move to next misspelling	Ctrl+'
Move to previous misspelling	Ctrl+;

Move and arrange objects

Duplicate	Ctrl+d
Group	Ctrl+Alt+g
Ungroup	Ctrl+Alt+Shift+g
Send backward/forward	Ctrl+↓ or ↑
Send to back/front	Ctrl+Shift+↓ or ↑
Select next/prev shape	Tab or Shift+Tab
Nudge up, down, left, or right	←→↑↓
Nudge one pixel at a time	Shift+←→↑↓
Rotate CCW by 1°	Alt+Shift+←

Rotate CW by 1°	Alt+Shift+→
Rotate CCW or CW by 15°	Alt+← or →
Resize larger horizontally	Ctrl+Alt+b
Resize larger vertically	Ctrl+Alt+i
Resize smaller	Ctrl+Alt+j
Resize larger	Ctrl+Alt+k
Resize smaller vertically	Ctrl+Alt+q
Resize smaller horizontally	Ctrl+Alt+w
Exit crop mode	Enter
Suppress guides	Alt+Move mouse
Duplicate	Ctrl+Move mouse
Resize from center	Ctrl+Resize mouse
Constrain vert/horiz	Shift+Move mouse
Constrain aspect ratio	Shift+Resize mouse
Constrain to 15°	Shift+Rotate with mouse

Presenting

Stop presenting	Esc
Next or Previous	→ or ←
Go to specific slide	Number+Enter
First slide	Home
Last slide	End
Open speaker notes	s
Open audience tools	a
Toggle laser pointer	l
Print	Ctrl+p
Toggle captions (English)	Ctrl+Shift+c
Toggle full screen	F11
Show a blank black slide	b or .
Return from blank black/white slide	Any key
Show a blank white slide	w or ,

Accessibility menu

(screen reader support enabled)	Alt+a
Input tools menu (non-Latin)	Ctrl+Alt+Sh+k
Input controls (non-Latin)	Ctrl+Shift+k

