

### Text formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Strikethrough	Ctrl + Alt + 5
Superscript	Ctrl + Shift + P
Subscript	Ctrl + Shift + B
Select All	Ctrl + A

### General Keyboard Shortcuts

Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Paste as unformatted text	Ctrl + Shift + V
Paste special	Ctrl + Alt + Shift + V
Print (Download as PDF)	Shift + P
Display the Keyboard shortcuts help	Ctrl + Shift + ?
Focus to notebookbar menu	Alt + Shift + F1
Focus to document from menu	ESC
Focus to selected comment's menu	Alt + C

### Paragraph Formatting

Align Center	Ctrl + E
Align Left	Ctrl + L
Align Right	Ctrl + R
Justify	Ctrl + J
Demote list item (list item has to be selected)	Tab
Promote list item (list item has to be selected)	Shift + Tab

### Draw Page Keyboard Shortcuts

Escape current mode, i.e. from edit mode switch to object selection mode, from object selection mode switch to view mode.	Esc
Select objects in the order in which they were created.	Tab
Select objects in the reverse order in which they were created.	Shift + Tab
Move to the next text object on slide.	Ctrl + A

### Text Selection and Navigation in a Textbox

Select All	Ctrl + A
Move cursor to the left	Arrow Left
Move cursor with selection to the left	Shift + Arrow Left
Go to beginning of a word	Ctrl + Arrow Left
Select to the left word by word	Ctrl + Shift + Arrow Left
Move cursor to the right	Arrow Right
Move cursor with selection to the right	Shift + Arrow Right
Go to start of the next word	Ctrl + Arrow Right
Select to the right word by word	Ctrl + Shift + Arrow Right
Move cursor up one line	Arrow Up
Select lines in upwards direction	Shift + Arrow Up
Move cursor to beginning of the previous paragraph	Ctrl + Arrow Up
Select to beginning of paragraph	Ctrl + Shift + Arrow Up
Move cursor down one line	Arrow Down
Select lines in downwards direction	Shift + Arrow Down
Move cursor to beginning of the next paragraph	Ctrl + Arrow Down
Select to end of paragraph	Ctrl + Shift + Arrow Down
Go to beginning of line	Home
Go and select to the beginning of a line	Shift + Home
Go to start of document	Ctrl + Home
Go and select text to start of textbox	Ctrl + Shift + Home
Go to end of line	End
Go and select to the end of a line	Shift + End
Go to end of document	Ctrl + End
Go and select text to end of textbox	Ctrl + Shift + End