



Keyboard shortcuts in Google Slides

Below, you'll find a list of keyboard shortcuts for Google Slides.

PC shortcuts

Slides	Shortcut
New slide	<code>Ctrl + M</code>
Duplicate slide	<code>Ctrl + D</code>
Move slide up	<code>Ctrl + Up</code>
Move slide down	<code>Ctrl + Down</code>
Move slide to beginning	<code>Ctrl + Shift + Up</code>
Move slide to end	<code>Ctrl + Shift + Down</code>

Objects	Shortcut
Duplicate	<code>Ctrl + D</code>
Group	<code>Ctrl + G</code>
Ungroup	<code>Ctrl + Shift + G</code>
Bring forward	<code>Ctrl + Up</code>
Send backward	<code>Ctrl + Down</code>
Bring to front	<code>Ctrl + Shift + Up</code>
Send to back	<code>Ctrl + Shift + Down</code>
Rotate clockwise by 15°	<code>Alt + Right</code>
Rotate counterclockwise by 15°	<code>Alt + Left</code>
Resize larger	<code>Ctrl + Alt + K</code>
Resize larger horizontally	<code>Ctrl + Alt + B</code>
Resize larger vertically	<code>Ctrl + Alt + I</code>
Resize smaller	<code>Ctrl + Alt + J</code>

Resize smaller horizontally	<code>Ctrl + Alt + W</code>
Resize smaller vertically	<code>Ctrl + Alt + Q</code>

While modifying objects with mouse	Shortcut
Suppress guides	<code>Alt</code>
Duplicate	<code>Ctrl + Move</code>
Constrain to vertical or horizontal movements	<code>Shift + Move</code>
Constrain to 15° rotation increments	<code>Shift + Rotate</code>
Constrain to object's aspect ratio	<code>Shift + Resize</code>
Resize from center	<code>Ctrl + Resize</code>

While modifying objects with keyboard	Shortcut
Nudge one pixel at a time	<code>Shift + Move</code>
Rotate one degree at a time	<code>Shift + Rotate</code>

While mouse selecting	Shortcut
Add to selection	<code>Shift</code>
Select only completely enclosed shapes	<code>Alt</code>

While zooming	Shortcut
Zoom out	<code>Ctrl + Shift + Left</code>
Zoom in	<code>Ctrl + Shift + Right</code>

Text formatting	Shortcut
Bold	<code>Ctrl + B</code>
Italic	<code>Ctrl + I</code>
Underline	<code>Ctrl + U</code>
Strikethrough	<code>Alt + Shift + 5</code>
Superscript	<code>Ctrl + . (period)</code>
Subscript	<code>Ctrl + , (comma)</code>
Clear formatting	<code>Ctrl + / (forward slash)</code>

Paragraph formatting	Shortcut
Align left	Ctrl + Shift + L
Justified	Ctrl + Shift + J
Align right	Ctrl + Shift + R
Numbered list	Ctrl + Shift + 7
Bullet	Ctrl + Shift + 8

Action	Shortcut
Insert link	Ctrl + K
Research	Ctrl + Alt + Shift + I
Define word	Ctrl + Shift + Y

Comments	Shortcut
Insert comment	Ctrl + Alt + M
When focus is on comment, move to next comment	J
When focus is on comment, move to previous comment	K
When focus is on comment, reply to comments	R
When focus is on comment, resolve comment	E

Navigation	Shortcut
Chat	Shift + Esc
Select next shape	Tab
Select previous shape	Shift + Tab
Move to next misspelling	Ctrl + ; (semicolon)
Move to previous misspelling	Ctrl + [(left bracket)
Previous slide	PageUp
Next slide	PageDown
First slide	Home
Last slide	End

Open animations panel	<code>Ctrl + Alt + Shift + B</code>
Open revision history panel	<code>Ctrl + Alt + Shift + G</code>
Open speaker notes panel	<code>Ctrl + Alt + Shift + S</code>
Move to filmstrip	<code>Ctrl + Alt + Shift + F</code>
Move to canvas	<code>Ctrl + Alt + Shift + C</code>

Menus	Shortcut
File menu	<i>in Google Chrome:</i> <code>Alt + F</code> <i>other browsers:</i> <code>Alt + Shift + F</code>
Edit menu	<i>in Google Chrome:</i> <code>Alt + E</code> <i>other browsers:</i> <code>Alt + Shift + E</code>
View menu	<i>in Google Chrome:</i> <code>Alt + V</code> <i>other browsers:</i> <code>Alt + Shift + V</code>
Insert menu	<i>in Google Chrome:</i> <code>Alt + I</code> <i>other browsers:</i> <code>Alt + Shift + I</code>
Slide	<i>in Google Chrome:</i> <code>Alt + S</code> <i>other browsers:</i> <code>Alt + Shift + S</code>
Format menu	<i>in Google Chrome:</i> <code>Alt + O</code> <i>other browsers:</i> <code>Alt + Shift + O</code>
Arrange	<i>in Google Chrome:</i> <code>Alt + A</code> <i>other browsers:</i> <code>Alt + Shift + A</code>
Tools menu	<i>in Google Chrome:</i> <code>Alt + T</code> <i>other browsers:</i> <code>Alt + Shift + T</code>
Table menu	<i>in Google Chrome:</i> <code>Alt + B</code> <i>other browsers:</i> <code>Alt + Shift + B</code>
Help menu	<i>in Google Chrome:</i> <code>Alt + H</code> <i>other browsers:</i> <code>Alt + Shift + H</code>
Context	<code>Ctrl + Shift + \ (back slash)</code>

Use a screen reader	Shortcut
Enable screen reader support <i>For more information, see Use Google Slides and Drawings with a screen reader</i>	<code>Ctrl + Alt + Z</code>

Speak selection	Ctrl + Alt + X
Announce formatting at cursor location	holding Ctrl + Alt, press A then F
Move to next formatting change	holding Ctrl + Alt, press N then W
Move to previous formatting change	holding Ctrl + Alt, press P then W

Mac shortcuts

Slides	Shortcut
New slide	Ctrl + M
Duplicate slide	⌘ + D
Move slide up	⌘ + Up
Move slide down	⌘ + Down
Move slide to beginning	⌘ + Shift + Up
Move slide to end	⌘ + Shift + Down

Objects	Shortcut
Duplicate	⌘ + D
Group	⌘ + G
Ungroup	⌘ + Shift + G
Bring forward	⌘ + Up
Send backward	⌘ + Down
Bring to front	⌘ + Shift + Up
Send to back	⌘ + Shift + Down
Rotate clockwise by 15°	Alt + Right
Rotate counterclockwise by 15°	Alt + Left
Resize larger	⌘ + Ctrl + K
Resize larger horizontally	⌘ + Ctrl + B
Resize larger vertically	⌘ + Ctrl + I
Resize smaller	⌘ + Ctrl + J

Resize smaller horizontally	⌘ + Ctrl + W
Resize smaller vertically	⌘ + Ctrl + Q

While modifying objects with mouse	Shortcut
Suppress guides	⌘
Duplicate	Option + Move
Constrain to vertical or horizontal movements	Shift + Move
Constrain to 15° rotation increments	Shift + Rotate
Constrain to object's aspect ratio	Shift + Resize
Resize from center	Option + Resize

While modifying objects with keyboard	Shortcut
Nudge one pixel at a time	Shift + Move
Rotate one degree at a time	Shift + Rotate

While mouse selecting	Shortcut
Add to selection	Shift
Select only completely enclosed shapes	Alt

While zooming	Shortcut
Zoom out	⌘ + Shift + Left
Zoom in	⌘ + Shift + Right

Text formatting	Shortcut
Bold	⌘ + B
Italic	⌘ + I
Underline	⌘ + U
Strikethrough	Alt + Shift + 5
Superscript	⌘ + . (period)
Subscript	⌘ + , (comma)
Clear formatting	⌘ + \ (back slash)

Paragraph formatting	Shortcut
Align left	<code>⌘ + Shift + L</code>
Justified	<code>⌘ + Shift + J</code>
Align right	<code>⌘ + Shift + R</code>
Numbered list	<code>⌘ + Shift + 7</code>
Bullet	<code>⌘ + Shift + 8</code>

Action	Shortcut
Insert link	<code>⌘ + K</code>
Research	<code>⌘ + Alt + Shift + I</code>
Define word	<code>⌘ + Shift + Y</code>

Comments	Shortcut
Insert comment	<code>⌘ + Alt + M</code>
When focus is on comment, move to next comment	<code>J</code>
When focus is on comment, move to previous comment	<code>K</code>
When focus is on comment, reply to comments	<code>R</code>
When focus is on comment, resolve comment	<code>E</code>

Navigation	Shortcut
Chat	<code>Shift + Esc</code>
Select next shape	<code>Tab</code>
Select previous shape	<code>Shift + Tab</code>
Move to next misspelling	<code>⌘ + ' (apostrophe)</code>
Move to previous misspelling	<code>⌘ + ; (semicolon)</code>
Previous slide	<code>PageUp</code>
Next slide	<code>PageDown</code>
First slide	<code>Home</code>
Last slide	<code>End</code>

Open animations panel	<code>⌘ + Alt + Shift + B</code>
Open revision history panel	<code>⌘ + Alt + Shift + G</code>
Open speaker notes panel	<code>⌘ + Alt + Shift + S</code>
Move to filmstrip	<code>⌘ + Alt + Shift + F</code>
Move to canvas	<code>⌘ + Alt + Shift + C</code>

Menus	Shortcut
File	<code>⌘ + Alt + F</code>
Edit	<code>⌘ + Alt + E</code>
View	<code>⌘ + Alt + V</code>
Insert	<code>⌘ + Alt + I</code>
Slide	<code>⌘ + Alt + S</code>
Format	<code>⌘ + Alt + O</code>
Arrange	<code>⌘ + Alt + A</code>
Tools	<code>⌘ + Alt + T</code>
Table	<code>⌘ + Alt + B</code>
Help	<code>⌘ + Alt + H</code>
Context	<code>⌘ + Shift + \ (back slash)</code>

Use a screen reader	Shortcut
Enable screen reader support <i>For more information, see Use Google Slides and Drawings with a screen reader</i>	<code>Option + ⌘ + Z</code>
Speak selection	<code>Ctrl + ⌘ + X</code>
Announce formatting at cursor location	holding <code>Ctrl + ⌘</code> , press <code>A</code> then <code>F</code>
Move to next formatting change	holding <code>Ctrl + ⌘</code> , press <code>N</code> then <code>W</code>
Move to previous formatting change	holding <code>Ctrl + ⌘</code> , press <code>P</code> then <code>W</code>

Tools and animations

[Add animations to a slide](#)

[Revision history](#)

[Zoom in and out of a slide](#)

[Search the menus](#)

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How helpful is this article:

Not at all helpful

Not very helpful

Somewhat helpful

Very helpful

Extremely helpful

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English 