



## Keyboard Shortcuts

You can use your keyboard and mouse to quickly accomplish many tasks in Keynote. To find the shortcuts for common menu commands, look in the menus (or see the menu shortcuts listed here). To complete an action, press the shortcut keys in the order shown.

ACTION	SHORTCUT
<b>Working with objects</b>	
Select the next object on the canvas	Tab
Select the previous object on the canvas	Shift-Tab
Move selected object by one pixel	Arrow keys
Move selected object by ten pixels	Shift-arrow key
Add objects to (or remove them from) previously selected objects	Shift-click or Command-click
Add range to (or remove it from) previously selected range	Shift-drag or Command-drag
Constrain movement of object to 45° angles	Shift-drag
Resize object	Drag handle
Resize object from center	Option-drag handle
Constrain aspect ratio when resizing object	Shift-drag handle
Constrain aspect ratio when resizing object	Option-Shift-drag handle

from center

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Rotate object	Command-drag handle
Rotate object 45°	Command-Shift-drag handle
Rotate object around opposite handle (instead of center)	Command-Option-drag handle
Rotate object 45° around opposite handle (instead of center)	Shift-Command-Option-drag handle
Turn off alignment guides	Command-drag
Open shortcut menu for selected object	Control-click
Exit text edit mode and select object	Command-Return
Mask or unmask image	Shift-Command-M
Exit mask mode or Alpha tool	Return, Enter, Command-Return, or double-click
Reenter mask mode	Double-click masked image
Duplicate selected object	Command-D or hold down Option and drag
Duplicate selected object and offset by 1 pixel	Command-Option-Arrow Key
Duplicate selected object and offset by 10 pixels	Command-Option-Shift-Arrow Key
Send object to the back	Shift-Command-B
Send object one layer back	Option-Shift-Command-B

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Bring object to the front	Shift-Command-F
Bring object one layer forward	Option-Shift-Command-F
Group objects	Option-Command-G
Ungroup objects	Option-Shift-Command-G
Lock objects	Command-L
Unlock objects	Option-Command-L
Choose an object to insert	Command-Shift-V
Define object as text placeholder	Command-Option-Control-T
Define object as media placeholder	Command-Option-Control-I

### **Editing text**

Select a word	Double-click in the word
Select a paragraph	Triple-click in the paragraph
Extend text selection	Click in the text, then Shift-click in another location in the text
Move one character to the right	Right Arrow
Move one character to the left	Left Arrow
Extend selection one character to the right	Shift-Right Arrow
Extend selection one character to the left	Shift-Left Arrow
Move to end of current or next word	Option-Right Arrow

Move to beginning of current or previous word	Option-Left Arrow
Extend selection to end of current word	Shift-Option-Right Arrow
Extend selection to beginning of current word	Shift-Option-Left Arrow
Move to end of current line	Command-Right Arrow
Move to beginning of current line	Command-Left Arrow
Extend selection to end of current line	Shift-Command-Right Arrow
Extend selection to beginning of current line	Shift-Command-Left Arrow
Move to the line above	Up Arrow
Move to the line below	Down Arrow
Extend selection to the line above	Shift-Up Arrow
Extend selection to the line below	Shift-Down Arrow
Move to beginning of current paragraph	Option-Up Arrow
Move to end of current paragraph	Option-Down Arrow
Extend selection to beginning of current paragraph	Shift-Option-Up Arrow
Extend selection to end of current paragraph	Shift-Option-Down Arrow
Move to beginning of text	Command-Up Arrow

Move to end of text	Command-Down Arrow
Extend selection to beginning of text	Shift-Command-Up Arrow
Extend selection to end of text	Shift-Command-Down Arrow
Delete previous character or selection	Delete
Delete next character or selection	Fwd Del (Del key); not available on all keyboards
Delete the part of the word to the left of the insertion point	Option-Delete
Delete the part of the word to the right of the insertion point	Option-Forward Delete
Copy paragraph style	Option-Command-C
Paste paragraph style	Option-Command-V
Make font size bigger	Command-plus sign (+) or Command-equal sign (=)
Make font size smaller	Command-minus sign (-)
Indent bullet	Tab
Move indented bullet to the left	Shift-Tab
Insert tab	Option-Tab
Insert line break (soft return)	Shift-Return
Insert paragraph break in body text without adding a bullet	Option-Return

Scroll to top of canvas (in text edit mode)	Home
Scroll to bottom of canvas (in text edit mode)	End
Stop editing text and select the text box or shape	Command-Return
Select text bullet and text	Click bullet
Move bullet and text, with all subbullets and text	Select bullet and drag
<b>Playing a slideshow</b>	
Play slideshow	Option-Command-P or click the Play button in the toolbar
Play slideshow from the beginning	Option-click the Play button in the toolbar
Go to next build	Click, N, Space bar, Return, Page Down, Right Arrow, Down Arrow, or Shift-Right Arrow*
Go back to previous build	Shift-Left Arrow*, Shift-Page Up*, or [ (left bracket)
Go to next slide	Shift-Down Arrow*, Shift-Page Down*, or ] (right bracket)
Go back to previous slide	P, Delete, Page Up, Left Arrow, Up Arrow, or Shift-Up Arrow*
Go to first slide	Home
Go to last slide	End
Go back through previously viewed slides	Z

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Hide presentation and show last application used	H
Pause presentation and show current slide (freeze)	F (to resume, press any key)
Pause presentation and show black screen	B (to resume, press any key)
Pause presentation and show white screen	W
Show or hide the pointer	C
Go to a particular slide in the slide switcher	Type slide number
Go to the next slide in the slide switcher	Plus sign (+) or equal sign (=)
Go to the previous slide in the slide switcher	Minus sign (-)
Go to the current slide and close the slide switcher	Return, Enter
Close the slide switcher	Escape
Reset the timer in the presenter display	R
Scroll notes up in the presenter display	U
Scroll notes down in the presenter display	D
Switch the primary and presenter display	X
Quit presentation	Escape, Q, Command-. (period), or . (period)

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\* To use keys without having to press Shift, turn on Caps Lock.

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## Movies

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Rewind movie (by frame if paused)	J (hold down)
Pause or play movie	K
Fast-forward movie (by frame if paused)	L (hold down)
Jump to beginning of movie	I
Jump to end of movie	O

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## Using the slide navigator

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Create new slide at same level as last selected slide	Return, Enter
Indent slides to the right	Tab
Move indented slides to the left	Shift-Tab
Extend selection to the selected slide	Shift-click
Add the selected range to previously selected slides	Shift-drag
Add (or remove) selected slide to previously selected slides	Command-click or Shift-click
Add (or remove) selected range to previously selected slides	Command-drag
Duplicate slide	Command-D or Option-drag slide
Select next slide	Down Arrow
Extend selection to the next slide	Shift-Down Arrow

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Select last slide	Command-Down Arrow
Extend selection to the last slide	Shift-Command-Down Arrow
Select previous slide	Up Arrow
Extend selection to previous slide	Shift-Up Arrow
Select first slide	Command-Up Arrow
Extend selection to first slide	Shift-Command-Up Arrow
Delete selected slides	Delete
Move to next slide	Down Arrow
Move to previous slide	Up Arrow
Scroll to first slide (in the slide navigator or light table view)	Home
Scroll to last slide (in the slide navigator or light table view)	End
Move to first slide (in the slide navigator or light table view)	Command-Up Arrow
Move to last slide (in the slide navigator or light table view)	Command-Down Arrow
Move to previous slide (while focus is on the slide canvas)	Page Up
Move to next slide (while focus is on the slide canvas)	Page Down, Control-V

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### Editing shapes and motion paths

Make a custom shape editable	Click the shape, then click it again
Move a point of an editable shape	Click a point and drag it to another location
Delete a point of an editable shape	Click a point and press the Delete key
Add a point to an editable shape	Option-click the shape border where you want to add a point
Change a corner point of an editable shape into a curved point	Double-click the corner point
Change a curved point of an editable shape into a corner point	Double-click the curved point
Reshape the curve of an editable shape	Click a point on the curve and move the control handles
<b>Editing chart data</b>	
Show or hide Chart Data Editor	Shift-Command-D
Complete a cell entry and move the selection down	Return
Complete a cell entry and move the selection up	Shift-Return
Complete a cell entry and move the selection to the right	Tab
Complete a cell entry and move the selection to the left	Shift-Tab
Move one character left, right, to the beginning of text (up), or to the end of text (down)	Arrow keys (in text edit mode)

Complete a cell entry and select the cell	Enter
Move one cell in a given direction	Arrow keys (in cell selection mode)
Move to the beginning of the row	Home
Move to the last nonblank cell at the end of the current row	End
Extend the selection by one cell	Shift-arrow keys
Extend the selection to the beginning of the row	Shift-Home
Extend the selection to the end of the row	Shift-End

### Working with tables

Delete selected table, border, or border segment, or contents of selected cells	Delete
Constrain the movement of the table and snap to guides	Shift-drag table
Duplicate table on move	Hold down Option and drag
Switch contents of selected cell with contents of another cell	Drag selected cell to another cell
Select cell	Click cell of selected table or double-click cell of unselected table
Copy contents of selected cell into another cell	Option-drag selected cell to another cell
Extend selection from selected cell to destination cell	Shift-click in destination cell

Add cell to (or remove cell from) selection	Command-click selected or unselected cell
Enter text edit mode	Return or Enter (in cell-selection mode)
Stop editing text and select cell	Command-Return
Select border	Click border of selected table or double-click border of unselected table
Add border to (or remove border from) selection	Shift-click border
Select border segment	Double-click border segment, or triple-click border segment if table is unselected
Add border segment to (or remove segment from) selection	Shift-click border segment or Command-click border segment
Move border to new position	Drag selected border
Move selected table, border, or border segment one pixel	Arrow key
Move selected table, border, or border segment ten pixels	Shift-arrow key
Select the next table cell to the left, right, up, or down	Arrow keys (in cell selection mode)
Extend cell selection by one cell	Shift-arrow keys (in cell selection mode)
Select next cell (or, if in last cell, add new row)	Tab
Select previous cell	Shift-Tab
Stop editing cell and select the table	Command-Return

Insert a Tab at insertion point in the selected cell	Option-Tab (in text edit mode)
Create a table by dragging	Option-click Table in the toolbar, then drag to resize the table (continue holding down the Option key to size the table from its center)
Open table formatting menu for selected table or cells	Control-click table

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### Formula shortcuts

Open Formula Editor for selected nonformula cell	=
Open Formula Editor for cell containing formula or formatted number	=, Return, Enter, or double-click
In Formula Editor, save changes	Return or Enter, or click Accept button
In Formula Editor, discard changes	Escape, or click Cancel button

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### General

Create new document from Theme Chooser	Command-Shift-N
Show the Font window	Click Fonts in the toolbar or Command-T
Show the Colors window	Click Colors in the toolbar or Shift-Command-C
Show the Inspector window	Click Inspector in the toolbar or Option-Command-I
Show rulers	Command-R
Zoom in or out	Click the zoom button (bottom left of slide)

window) or Command-> (zoom in),  
Command-< (zoom out)

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Open Keynote Help

Command-?

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Show or hide the toolbar

Command-Option-T

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