



Apple Keynote Shortcuts for Mac

No.	Action	Mac Shortcuts	Section
1	Create new document	Command + Shift + N	Most used Apple Keynote Shortcuts
2	Display font window	Command + T	Most used Apple Keynote Shortcuts
3	Show or Hide format bar	Command + Shift + R	Most used Apple Keynote Shortcuts
4	Display colors window	Command + Shift + C	Most used Apple Keynote Shortcuts
5	Display Inspector window	Command + Option + I	Most used Apple Keynote Shortcuts
6	Display Rulers	Command + R	Most used Apple Keynote Shortcuts
7	Zoom in	Command + >	Most used Apple Keynote Shortcuts
8	Zoom out	Command + <	Most used Apple Keynote Shortcuts
9	Keynote Help	Command + ?	Most used Apple Keynote Shortcuts
10	Show or Hide toolbar	Command + Option + T	Most used Apple Keynote Shortcuts
11	Next object	Tab	Canvas Object Shortcuts
12	Previous object	Shift + Tab	Canvas Object Shortcuts
13	Resize	Drag	Canvas Object Shortcuts
14	Resize from center	Shift + Drag	Canvas Object Shortcuts
15	Rotate object	Command + Drag	Canvas Object Shortcuts
16	Rotate object 45	Command + Shift + Drag	Canvas Object Shortcuts
17	Open Shortcut menu	Ctrl + Click	Canvas Object Shortcuts
18	Mask or Umask Image	Command + Shift + M	Canvas Object Shortcuts
19	Exit mask mode	Return	Canvas Object Shortcuts
20	Duplicate object	Command + D	Canvas Object Shortcuts
21	Send object to back	Command + Shift + B	Canvas Object Shortcuts
22	Bring object front	Command + Shift + F	Canvas Object Shortcuts
23	Group objects	Command + Option + G	Canvas Object Shortcuts
24	Ungroup objects	Command + Option + Shift + G	Canvas Object Shortcuts
25	Lock objects	Command + L	Canvas Object Shortcuts
26	Choose object to insert	Command + Shift + V	Canvas Object Shortcuts
27	Unlock object	Command + Option + V	Canvas Object Shortcuts
28	Play or Pause movie	K	Movie Playing Shortcuts
29	Rewind movie	J	Movie Playing Shortcuts
30	Fast forward	L	Movie Playing Shortcuts
31	Jump to beginning of movie	I	Movie Playing Shortcuts
32	Jump to end of movie	O	Movie Playing Shortcuts
33	Play Slideshow	Command + Option + P	Slideshow Shortcuts
34	Play from beginning	Option + Click	Slideshow Shortcuts
35	Go to next build	N	Slideshow Shortcuts
36	Go to previous build	Shift + Left Arrow key	Slideshow Shortcuts
37	Go to next slide	Shift + Down Arrow key	Slideshow Shortcuts
38	Go to previous slide	P	Slideshow Shortcuts
39	Go to first slide	Home	Slideshow Shortcuts
40	Go to last slide	End	Slideshow Shortcuts
41	Go back through visited slides	Z	Slideshow Shortcuts
42	Pause and show current slide	F	Slideshow Shortcuts
43	Pause and show black screen	B	Slideshow Shortcuts
44	Pause and show white screen	W	Slideshow Shortcuts
45	Show or hide pointers	C	Slideshow Shortcuts
46	Go to next slide - Slide Switcher	+	Slideshow Shortcuts
47	Go to previous slide - Slide Switcher	-	Slideshow Shortcuts
48	Close slide switcher	Esc	Slideshow Shortcuts
49	Reset the timer	R	Slideshow Shortcuts
50	Scroll notes up in presenter display	U	Slideshow Shortcuts
51	Scroll notes down in presenter display	D	Slideshow Shortcuts
52	Quit Presentation	Q	Slideshow Shortcuts
53	Show or hide chart data editor	Command + Shift + D	Chart Data Editor Shortcuts
54	Complete a cell entry and move the selection down	Return	Chart Data Editor Shortcuts
55	Complete a cell entry and move the selection up	Shift + Return	Chart Data Editor Shortcuts
56	Complete a cell entry and move the selection right	Tab	Chart Data Editor Shortcuts
57	Complete a cell entry and move the selection left	Shift + Tab	Chart Data Editor Shortcuts
58	Move to the beginning	Home	Chart Data Editor Shortcuts
59	Move to the end	End	Chart Data Editor Shortcuts
60	Extend the selection to the beginning of the row	Shift + Home	Chart Data Editor Shortcuts
61	Extend the selection to the end of the row	Shift + End	Chart Data Editor Shortcuts
62	Add a row above the selected cells	Option + Up Arrow key	Tables Shortcuts
63	Add a column right the selected cells	Option + Right Arrow key	Tables Shortcuts
64	Add a row below the selected cells	Option + Down Arrow key	Tables Shortcuts
65	Add a column left the selected cells	Option + Left Arrow key	Tables Shortcuts
66	Delete selected object	Delete	Tables Shortcuts



No.	Action	Mac Shortcuts	Section
67	Constrain the movement of the table	Shift + Drag	Tables Shortcuts
68	In Text edit mode	Return	Tables Shortcuts
69	Stop editing cell	Command + Return	Tables Shortcuts
70	Add border to selection	Shift + Click Border	Tables Shortcuts
71	Copy contents of cells	Option + Drag cells	Tables Shortcuts
72	Open table formatting menu	Ctrl + Click table	Tables Shortcuts
73	Open formula editor	=	Formula Shortcuts
74	Save changes	Return	Formula Shortcuts
75	Discard Changes	Esc	Formula Shortcuts
76	Extend or Shrink cell references	Option + Shift + Arrow keys	Formula Shortcuts
77	Navigate to first or last nonheader cell	Option + Command + Arrow keys	Formula Shortcuts
78	Change a selected cell references	Option + Return	Formula Shortcuts
79	Insert line break	Option + Return	Formula Shortcuts
80	Insert a tab	Option + Tab	Formula Shortcuts

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