



## Canva Shortcuts for Windows &amp; Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Bold Text	Command + B	Ctrl + B	Most used Canva Shortcuts
2	Italicize Text	Command + I	Ctrl + I	Most used Canva Shortcuts
3	Duplicate Item	Command + D	Ctrl + D	Most used Canva Shortcuts
4	Copy an Item	Command + C	Ctrl + C	Most used Canva Shortcuts
5	Paste	Command + V	Ctrl + V	Most used Canva Shortcuts
6	Cut	Command + X	Ctrl + X	Most used Canva Shortcuts
7	Constrain Proportions	Shift + Drag Corners	Shift + Drag Corners	Most used Canva Shortcuts
8	Add a Border to Text	Option + B	Alt + B	Most used Canva Shortcuts
9	Select All Objects	Command + A	Ctrl + A	Most used Canva Shortcuts
10	Select Multiple Layers	Shift + Click Objects	Shift + Click Objects	Most used Canva Shortcuts
11	Undo	Command + Z	Ctrl + Z	Most used Canva Shortcuts
12	Redo	Command + Y	Ctrl + Y	Most used Canva Shortcuts
13	Convert Text to All Uppercase	Command + K	Ctrl + K	Most used Canva Shortcuts
14	Add a Grid	Command + ;	Ctrl + ;	Most used Canva Shortcuts
15	Zoom In	Command + +	Ctrl + +	Most used Canva Shortcuts
16	Zoom Out	Command + -	Ctrl + -	Most used Canva Shortcuts
17	Toggle Object Panel	Command + /	Ctrl + /	Most used Canva Shortcuts
18	Open Font Menu	Command + Shift + F	Ctrl + Shift + F	Most used Canva Shortcuts
19	Anchor Text Top	Command + Shift + H	Ctrl + Shift + H	Most used Canva Shortcuts
20	Anchor Text to Middle	Command + Shift + M	Ctrl + Shift + M	Most used Canva Shortcuts
21	Anchor Text to Bottom	Command + Shift + B	Ctrl + Shift + B	Most used Canva Shortcuts
22	Increase Line Spacing	Option + Up Arrow keys	Alt + Up Arrow keys	Most used Canva Shortcuts
23	Decrease Line Spacing	Option + Down Arrow keys	Alt + Down Arrow keys	Most used Canva Shortcuts
24	Copy Text Style	Command + Option + C	Ctrl + Alt + C	Most used Canva Shortcuts
25	Center Align Text	Command + Shift + C	Ctrl + Shift + C	Most used Canva Shortcuts
26	Left Align Text	Command + Shift + L	Ctrl + Shift + L	Most used Canva Shortcuts
27	Right Align Text	Command + Shift + R	Ctrl + Shift + R	Most used Canva Shortcuts
28	Add a Line	L	L	Elements & Presentation Shortcuts
29	Add a Rectangle	R	R	Elements & Presentation Shortcuts
30	Add a Circle	C	C	Elements & Presentation Shortcuts
31	Add a Text Box	T	T	Elements & Presentation Shortcuts
32	Deselect an Element	Esc	Esc	Elements & Presentation Shortcuts
33	Delete an Element	Delete	Delete	Elements & Presentation Shortcuts
34	Next Comment	N	N	Elements & Presentation Shortcuts
35	Mute or Unmute Video	M	M	Elements & Presentation Shortcuts
36	Shush Crowd in Presentation	Q	Q	Elements & Presentation Shortcuts
37	Confetti in Presentation	C	C	Elements & Presentation Shortcuts
38	Drumroll in Presentation	D	D	Elements & Presentation Shortcuts
39	Bubbles in Presentation	O	O	Elements & Presentation Shortcuts
40	Blur Your Presentation	B	B	Elements & Presentation Shortcuts
41	Pause or Play Video	Spacebar	Spacebar	Elements & Presentation Shortcuts
42	Start Searching	/	/	Elements & Presentation Shortcuts
43	Select Next	Tab	Tab	Elements & Presentation Shortcuts
44	Move Element 10 Pixels	Shift + Arrow keys	Shift + Arrow keys	Moving Elements Shortcuts
45	Deselect an Element	Esc	Esc	Moving Elements Shortcuts
46	Select Previous Element	Command + Option + [	Ctrl + Alt + [	Moving Elements Shortcuts
47	Fit Element to Page	Command + Option + ]	Ctrl + Alt + ]	Moving Elements Shortcuts
48	Select Behind Element	Command + Click	Ctrl + Click	Moving Elements Shortcuts
49	Group Elements	Command + G	Ctrl + G	Moving Elements Shortcuts
50	Ungroup Elements	Command + Shift + G	Ctrl + Shift + G	Moving Elements Shortcuts
51	Present in Full Screen Mode	Command + Option + P	Ctrl + Alt + P	Others Shortcuts
52	Exit Full Screen Mode	Esc	Esc	Others Shortcuts
53	Loop Video	Option + Shift + L	Alt + Shift + L	Others Shortcuts
54	Collapse Sidebar	Command + /	Ctrl + /	Others Shortcuts
55	Enter Scrolling View	Option + Command + 1	Alt + Ctrl + 1	Others Shortcuts
56	Enter Thumbnail View	Option + Command + 2	Alt + Ctrl + 2	Others Shortcuts
57	Enter Grid View	Option + Command + 3	Alt + Ctrl + 3	Others Shortcuts
58	Navigate to the Toolbar	Command + F1	Ctrl + F1	Others Shortcuts
59	Lock or Unlock	Option + Shift + L	Alt + Shift + L	Others Shortcuts
60	Show Ruler	Shift + R	Shift + R	Others Shortcuts
61	Add an Empty Page	Command + Return	Ctrl + Enter	Others Shortcuts
62	Delete an Empty Page	Command + Backspace	Ctrl + Backspace	Others Shortcuts