



UMA INSTITUTE

Pandey Bazar (Chauraha) Azamgarh



Courses:- CCC | O' Level | Web Design | Graphic Design | Tally + GST

LibreOffice Impress Important Shortcut key

Sr. No.	Shortcut Key	Effect
1	Shift+F3	Duplicate Shape
2	Ctrl+Shift+F5	Navigator
3	F8	Points
4	F2	Text Box
5	Alt + Shift + F5	Jump to Last Edited Slide
6	F5	Start from first Slide Show
7	Shift + F5	Start from Current Slide Show
8	Ctrl + M	Insert New Slide
9	Page Up	Previous Slide
10	Page Down	Next Slide
12	Ctrl + Shift + M	Clear Direct Formatting
13	F4	Position & size
14	Demote	Alt + Shift + Right
15	Promote	Alt + Shift + Left
16	Group	Ctrl + Shift + G
17	Esc	End Slide Show
18	P	Previous Slide (slide show)

THE END

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Test Site:- www.nielitexam.co.in

CCC & O Level Notes:- www.olevelnotes.com

By:-Akhilesh Sir (7007063243)

Channel Link:- <https://whatsapp.com/channel/0029Va9dxyd59PwQSHTJ7I2f>