



## My MVP shortcuts:

Group	+  + G
Un-group	+  + Shift + G
Duplicate objects	+ D
Copy Item	+ C
Paste Item	+ V
Add new slide	+ Shift + N
Undo last action	+ Z
Redo last action	+ Y
Select all objects	+ A

## Text & alignment (once you select it):

Center	+ E
Justify	+ J
Left align	+ L
Right align	+ R
Insert <a href="#">hyperlink</a>	+ K
<b>Bold</b> , <i>Italic</i> , <u>Underline</u>	+ B / I / U
Make text smaller/larger	+ Shift + < / >
Copy/paste formatting	+ Shift + C / V
Animation Painter	+ Shift + C

## Workflow Ninja: Drag Click Hold

+ Add to existing selection

### Bring an object forward / backward:

+ Shift + F / B

### Send an object to front / to back:

+ Shift + + F / B

### When creating shapes:

Create from center point

Keep original proportions

De-activate Smart Guides  
(release option key before releasing the click so it doesn't duplicate)

### When clicking down and moving an object:

Duplicate

Move in straight line

## During presentation:

Start presentation + Shift + Return

Start from current  
slide + Return

Next slide

Previous slide

Zoom In + +

Zoom Out + -

End slide show Esc