

**Smart Bar****CTRL + SPACE****CTRL + K**

Insertion

Insert Textbox	T
Insert Default TextBox	D + T
Insert Rectangle	R
Insert Rounded Rectangle	U
Insert Chart	J
Insert Oval	O
Insert Chevron	C
Insert Pentagon	P
Insert Triangle	G
Insert Parallelogram	M
Insert Icon	I
Insert New Slide	N
Insert Stamp	S + P
Insert a Comment	ALT + CTRL + M
Insert Saved Slides	;
Insert Hyperlink	ALT + CTRL + K

Orphan Features / Special Features

Enclose Icons	E
Fix Slide Colors	Q
Save Slide	\
Autofit Shape	ALT + CTRL + S
Autofit Text	ALT + CTRL + T
Multi-Selection Mode	ALT + ,
Remove Margins	ALT + .
Paste Content Only	CTRL + SHIFT + T
Copy Formatting	CTRL + SHIFT + C
Paste Formatting	CTRL + SHIFT + V
Remove Highlight Text	ALT + /
Group Shapes	CTRL + G
Copy Shape Type	X + T

Alignment

Align Left	A + L
Aign Right	A + R
Align Top	A + T
Align Bottom	A + B
Align Middle	A + M
Align Process	A + P
Align Center	A + C
Align Matrix	A + X
Adjust Angle	A + A
Align Central	A + Z

Splitting and Merging

Merge Textboxes	. + T
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Swapping

Swap Shapes	/
Swap Text	CTRL + /
Swap Multiple Shapes	CTRL + SHIFT + /

AI Editing Functions

Add Right Column	CTRL + 2
Add Bottom Row	CTRL + 3
Del Right Column	ALT + 2
Del Bottom Row	ALT + 3
Add Right Key Takeaway	CTRL + 4
Add Bottom Key Takeaway	CTRL + 5
Add Top Key Takeaway	CTRL + 6
Add Left Key Takeaway	CTRL + 7

Sizing

Make Same Width	S + W
Make Same Height	S + H
Make Same Size	S + S

Distribution

Distribute Vertically	D + V
Distribute Horizontally	D + H
Increase Vertical Spacing	V +
Increase Horizontal Spacing	H +
Decrease Vertical Spacing	V -
Decrease Horizontal Spacing	H -

Special Features with Control Panels

AI Recommendations	A + I
Type Based Recommendations	B + I
Translate Presentation	L
Email Slides	[
auxi Smart Mapping	CTRL + 1

Font Size Edit

Increase Font Size	CTRL +]
Decrease Font Size	CTRL + [

Sending Through Dimensions

Send Backward	CTRL + SHIFT +]
Bring Forward	CTRL + SHIFT + [
Send to Back	CTRL + ,
Bring to Front	CTRL + .