

Canva

Q KEYBOARD SHORTCUTS





SHORTCUTS

BASIC

UNDO

REDO

SAVE

SELECT ALL

ADD TEXT

ADD RECTANGLE

ADD LINE

ADD CIRCLE

ADD LINK

ADD EMPTY PAGE

DELETE EMPTY PAGE

CTRL+Z

CTRL+Y

CTRL+S

CTRL+A

T

R

L

C

CTRL+K

CTRL+ENTER

CTRL+BACKSPACE



SHORTCUTS

NAVIGATE TO TOOLBAR

CTRL+F1

SKIP TO CANVAS

CTRL+F2

/MAGIC COMMANDS

CTRL+E

OPEN ASSISTANT

?

ELEMENT SHORTCUTS

DELETE ELEMENTS

BACKSPACE OR DEL

GROUP ELEMENTS

CTRL+G

UNGROUP ELEMENTS

CTRL+SHIFT+G

LOCK ELEMENT

ALT+SHIFT+L

ARRANGE FORWARD

CTRL+]

ARRANGE BACKWARD

CTRL+[



SHORTCUTS

ARRANGE TO FRONT

ARRANGE TO BACK

TIDY UP ELEMENTS

ZOOMING SHORTCUTS

ZOOM IN

ZOOM OUT

ZOOM TO ACTUAL SIZE

ZOOM TO FIT

ZOOM TO FILL

EDIT TEXT SHORTCUTS

FIND AND REPLACE

BOLD TEXT

CTRL+ALT+]

CTRL+ALT+[

ALT+SHIFT+T

CTRL +

CTRL -

CTRL+0

CTRL+ALT+0

CTRL+SHIFT+0

CTRL+F

CTRL+ALT+]



SHORTCUTS

ITALICIZE TEXT

CTRL+I

UNDERLINE

CTRL+U

UPPERCASE

CTRL+SHIFT+K

LEFT ALIGN

CTRL+SHIFT+L

CENTER ALIGN

CTRL+SHIFT+C

RIGHT ALIGN

CTRL+SHIFT+R

JUSTIFY TEXT

CTRL+SHIFT+J

DECREASE SIZE BY ONE

CTRL+SHIFT+,

INCREASE SIZE BY ONE

CTRL+SHIFT+.

DECREASE LINE SPACING

CTRL+ALT+DOWN

INCREASE LINE SPACING

CTRL+ALT+UP



SHORTCUTS

DECREASE SPACING

CTRL+ALT+,

INCREASE SPACING

CTRL+ALT+.

ANCHOR TEXT TOP

CTRL+SHIFT+H

ANCHOR TEXT MIDDLE

CTRL+SHIFT+M

ANCHOR TEXT BOTTOM

CTRL+SHIFT+B

NUMBERED LIST

CTRL+SHIFT+7

BULLETED LIST

CTRL+SHIFT+8

COPY TEXT STYLE

CTRL+ALT+C

PASTE TEXT STYLE

CTRL+ALT+V

EDIT TEXT SHORTCUTS

**TOGGLE RULERS AND
GUIDES**

SHIFT+R



SHORTCUTS

TOGGLE SIDEBAR

SCROLLING VIEW

THUMBNAIL VIEW

GRID VIEW

PRESENTATION MODE

COMMENT SHORTCUTS

ADD COMMENT

NEXT COMMENT

PREVIOUS COMMENT

**FOCUS ON COMMENT IN
SELECTION**

CTRL+/

CTRL+ALT+1

CTRL+ALT+2

CTRL+ALT+3

CTRL+ALT+P

CTRL+ALT+N

N

SHIFT+N

CTRL+5



SHORTCUTS

DESKTOP APP

SHORTCUTS

GO TO HOME TAB

CREATE NEW

OPEN SETTINGS

SWITCH TABS

SWITCH TO LAST TAB

VIDEO SHORTCUTS

PLAY/PAUSE VIDEO

MUTE/UNMUTE VIDEO

LOOP VIDEO

CTRL+SHIFT+H

CTRL+T

CTRL+,

CTRL+ANY NUMBER 1-8

CTRL+9

SPACE

M

CTRL+ALT+L

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