



# Canva Keyboard Shortcuts

(for Windows)

## Working with Text

Add text (a new text box will appear on your page)	T
Converts text to UPPERCASE	Ctrl + Shift + K
Bold	Ctrl + B
Italic	Ctrl + I
Left align text	Ctrl + Shift + L
Centre align text	Ctrl + Shift + C
Right align text	Ctrl + Shift + R
Justify text	Ctrl + Shift + J
Align text vertically to the top	Ctrl + Shift + H
Align text vertically to the middle	Ctrl + Shift + M
Align text vertically to the bottom	Ctrl + Shift + B
Increase character spacing	Ctrl + Alt + .
Decrease character spacing	Ctrl + Alt + ,
Increase Font size (by one point)	Ctrl + Shift + .
Decrease Font size (by one point)	Ctrl + Shift + ,

## Working with Shapes/Images

Move selection one pixel up	↑ (arrow key)
Move selection one pixel down	↓ (arrow key)
Move selection one pixel left	← (arrow key)
Move selection one pixel right	→ (arrow key)
Move selection ten pixels up	Shift + ↑ (arrow key)
Move selection ten pixels down	Shift + ↓ (arrow key)
Move selection ten pixels left	Shift + ← (arrow key)
Move selection ten pixels right	Shift + → (arrow key)
Constrain the proportions of an image as you resize	Shift
Add a rectangle	R
Add a circle	C
Add a line	L
Displays information	Alt

## During a Presentation...

Blurs a presentation	B
Adds confetti	C
Adds a drumroll	D
Adds Bubbles	O
Add different musical notes	W E R T Y U I
SSSHHHH	S
Enter presentation mode	Ctrl + Alt + P

## In a Video

Play or pause video	Spacebar
Mute or unmute video	M
Loop Video	Alt + Ctrl + L

## General Shortcuts

Save	Ctrl + S
Undo	Ctrl + Z
Redo	Ctrl + Y
Toggle object panel	Ctrl + /
Toggle help panel	?
Group elements	Ctrl + G
Ungroup elements	Ctrl + Shift + G
Align grouped text boxes	Ctrl + Shift + J
Move element to the back	Ctrl + Alt + [
Move element to the front	Ctrl + Alt + ]
Move element backwards	Ctrl + [
Move element forwards	Ctrl + ]
Select an element that is behind	Ctrl + click with mouse
Select several objects	Shift + click with mouse
Select all	Ctrl + A
Duplicate objects	Alt + click & drag
Duplicate	Ctrl + D
Select next	Tab
Select previous	Shift + Tab
Deselect	Esc key
Display a grid	Ctrl + ; CHECK
Add a page	Ctrl + Enter
Delete a page	Ctrl + Delete/Backspace
Zoom in	Ctrl + [plus sign]
Zoom out	Ctrl -
Zoom to actual size	Ctrl + 0 [Zero]
Zoom to fit	Ctrl + Alt + 0 [zero]
Zoom to fill	Ctrl + Shift + 0 [zero]
Add Comment	Ctrl + Alt + M
Next Comment	N
Previous Comment	Shift + N
Lock an element to prevent editing	Alt + Shift + L
Copy Style	Ctrl + Alt + C
Paste Style	Ctrl + Alt + V

