## **Shortcuts**

Snortcuts				
Access the quick menu		*		K
New presentation				N
Go to workspace				G
Open presentation				0
Create template / normal	tex	t	Ī	Т
Create folder				F
Open a new presentation	l	Û		N
Headline				Н
Image				Ι
Shape				S
Rectangle shape			S	r
Circle shape			S	С
Line shape			S	l
Arrow shape			S	а
Diamond shape			S	d
Star shape			S	S
Triangle shape			S	t
Bullet list			l	b
Numbered list			l	n
Check list			l	С
Enter the player	æ	Î		F
Add comment	*	Î		M
Set slide status to 'to do'			!	t
Set slide status to 'in prog	gres	ss'	!	i
Set slide status to 'done'			!	d
Assign to				A
Apply style		ALT		Т
Jump to slide			Γ,	J

