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- Tutorials by Nitin provides you [Canva Shortcuts](#) in high quality pdf download format also.

Basic Canva Shortcuts

Undo: **Ctrl + Z**

Redo: **Ctrl + Y**

Save: **Ctrl + S**

Select all: **Ctrl + A**

Show or hide sidebar: **Ctrl + /**

Add text: **T**

Add rectangle: **R**

Add line: **L**



Add circle: **C**

Add link: **Ctrl + K**

Add emoji (Canva Docs and comments only): **Win + ;**

Add empty page: **Ctrl + Enter**

Delete empty page: **Ctrl + Backspace**

Navigate to toolbar: **Ctrl + F1**

Skip to canvas: **Ctrl + F2**

Quick actions shortcut: / or **Ctrl + E**

Element shortcuts

Delete selected elements: **Backspace** or **Delete**

Group elements: **Ctrl + G**

Ungroup elements: **Ctrl + Shift + G**

Lock element: **Alt + Shift + L**

Arrange elements forward: **Ctrl +]**

Arrange elements backward: **Ctrl + [**

Arrange elements to front: **Alt + Ctrl +]**

Arrange elements to back: **Alt + Ctrl + [**

Tidy up elements: **Alt + Shift + T**

Select next/previous elements: **Tab** or **Shift + Tab**



Text shortcuts

Open font menu: **Shift + Ctrl + F**

Find and replace: **Ctrl + F**

Bold text: **Ctrl + B**

Italicize text: **Ctrl + I**

Underline: **Ctrl + U**

Uppercase: **Shift + Ctrl + K**

Left align: **Shift + Ctrl + L**

Centre align: **Shift + Ctrl + C**

Right align: **Shift + Ctrl + R**

Justify text: **Shift + Ctrl + J**

Increase font size by one: **Shift + Ctrl + .**

Decrease font size by one: **Shift + Ctrl + ,**

Decrease line spacing: **Alt + Ctrl + Down**

Increase line spacing: **Alt + Ctrl + Up**

Increase letter spacing: **Alt + Ctrl + .**

Decrease letter spacing: **Alt + Ctrl + ,**

Anchor text to top: **Ctrl + Shift + H**

Anchor text to middle: **Ctrl + Shift + M**



Anchor text to bottom: **Ctrl + Shift + B**

Numbered list: **Ctrl + Shift + 7**

Bulleted list: **Ctrl + Shift + 8**

Copy text style: **Alt + Ctrl + C**

Paste text style: **Alt + Ctrl + V**

Also Read: [Figma shortcut keys pdf](#)

Video shortcuts

Play/pause video: **Space**

Mute/unmute video: **M**

Loop video: **Alt + Ctrl + L**

Zoom keyboard shortcuts

Zoom in: **Ctrl + +**

Zoom out: **Ctrl + -**

Zoom to actual size: **Ctrl + 0**

Zoom to fit: **Alt + Ctrl + 0**

Zoom to fill: **Shift + Ctrl + 0**

Page view keyboard shortcuts

Show rulers and guides: **Shift + R**

Scrolling view: **Alt + Ctrl + 1**



Thumbnail view: **Alt + Ctrl + 2**

Grid view: **Alt + Ctrl + 3**

Presentation mode: **Alt + Ctrl + P**

Comment shortcuts

Next comment: **N**

Previous comment: **Shift + N**

Focus on comment in selection: **Ctrl + 5**

Add and edit comments

Add comment: **Alt + Ctrl + N**

Add emoji to a comment: **Shift + ;**

Start new line in your comment: **Enter** or **Shift + Enter**

Submit comment: **Command + Enter**

Desktop app shortcuts

Quit the whole Canva app: **Alt + F4**

Reload the whole app: **Ctrl + R**

Close the current tab: **Ctrl + W**

Select next tab: **Ctrl + PageDown** or **Ctrl + Tab**

Select previous tab: **Ctrl + PageUp** or **Ctrl + Shift + Tab**

Re-open last closed tab: **Ctrl + Shift + T**

Create new design: **Ctrl + T**



131 Canva Shortcuts Key to Work Smarter, Not Harder

Switch tabs to focus on a design tab from 1-8: **Ctrl + 1...8**

Switch to the last tab: **Ctrl + 9**

Open the Home page: **Ctrl + Shift + H**

Zoom in app interface: **Ctrl + Shift + +**

Zoom out app interface: **Ctrl + Shift + -**

Close window: **Alt + F4**

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How do I duplicate an element quickly in Canva?

Use **Ctrl + D** (Windows) or **Cmd + D** (Mac) to instantly duplicate selected items.

What is the shortcut to add text in Canva?

Press the **T** key. A text box will appear on the canvas automatically.

Is there a shortcut to add a shape like a circle or rectangle?

Yes! Press **C** for Circle, **R** for Rectangle, and **L** for Line.

How can I group or ungroup elements using the keyboard?

Select the elements, then press **Ctrl + G** (Group) or **Ctrl + Shift + G** (Ungroup). On Mac, use **Cmd** instead of **Ctrl**.

What is the shortcut to open quick actions in Canva?

Press **/** (forward slash). This opens the quick search/action bar where you can add elements, search, etc.

Is there a shortcut to zoom in or out on the Canva editor?

Yes: **Ctrl + +** to zoom in, **Ctrl + -** to zoom out. Press **Ctrl + 0** to reset to 100%.



131 Canva Shortcuts Key to Work Smarter, Not Harder

(Mac: Cmd + + / - / 0)

How to bring forward or send backward an element using shortcuts?

Use Ctrl +] (bring forward), Ctrl + [(send backward). On Mac, use Cmd +] and Cmd + [.

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