



CORELDRAW IMPORTANT SHORTCUT KEYS

1. File Menu:-

➤ New	=	Ctrl + N
➤ Open	=	Ctrl + O
➤ Save	=	Ctrl + S
➤ Save As	=	Ctrl + Shift + S
➤ Import	=	Ctrl + I
➤ Export	=	Ctrl + E
➤ Print	=	Ctrl + P

2. Edit Menu:-

➤ Undo	=	Ctrl + Z
➤ Redo	=	Ctrl + Shift + Z
➤ Repeat	=	Ctrl + R
➤ Cut	=	Ctrl + X
➤ Copy	=	Ctrl + C
➤ Paste	=	Ctrl + V
➤ Duplicate	=	Ctrl + D
➤ Step and Repeat	=	Ctrl + Shift + D
➤ Find And Replace-		
➤ Find Object	=	Ctrl + F

3. View Menu:-

➤ Full Screen Preview	=	F9
➤ View Manager	=	Ctrl + F2
➤ Alignment Guides	=	Alt + Shift + A
➤ Dynamic Guides	=	Alt+ Shift + D
➤ Snap To-		
➤ Document Grid	=	Ctrl + Y
➤ Object	=	Alt + Z

4. Object Menu:-

➤ Symbol-		
➤ Symbol Manager	=	Ctrl + F3
➤ Transformation-		
➤ Position	=	Alt + F7
➤ Rotate	=	Alt+ F8
➤ Scale and Mirror	=	Alt + F9



- Size = Alt + F10
- **Align And Distribute-**
- Align and Distribute = Ctrl + Shift + A
- **Oder-**
 - To Front to Page = Ctrl + Home
 - To Back to Page = Ctrl + End
 - To Front of Layer = Shift + Pg up
 - To Back of Layer = Shift + Pg dn
 - Forward one = Ctrl + Pg up
 - Back one = Ctrl + Pg dn
- Combine = Ctrl + L
- Break Apart = Ctrl + K
- **Group-**
 - Group Object = Ctrl + G
 - Ungroup = Ctrl + U
- Convert to Curve = Ctrl + Q
- Convert outline to object = Ctrl + Shift + O

6. Effects Menu:-

- **Adjust-**
 - Brightness/Contrast/Intensity = Ctrl + B
 - Color Balance = Ctrl + shift + D
 - Hue/Saturation/lightness = Ctrl + Shift + U
- Contour = Ctrl+F9
- Envelope = Ctrl+F7
- Lens = Alt + F3

7. Text Menu:-

- Text Properties = Ctrl + T
- Edit Text = Ctrl + Shift + T
- Insert Character = Ctrl + F11
- **Insert Formatting Code-**
 - None braking Hyphen = Ctrl + Shift + -
 - Option Hyphen = Ctrl + -
- Convert = Ctrl + F8
- Align to Baseline = Alt + F12
- **Writing Tools-**
 - Spell Check = Ctrl + F12



8. Tools Menu:-

- Option = Ctrl + J
- **Macros-**
 - Macro Manager = Alt + Shift + F11
 - Macro Editor = Alt + F11
 - VSTA Editor = Alt + Shift + F12
 - Stop Recording = Ctrl + Shift + O
 - Recording Temporary = Ctrl + Shift + R
 - Run Temporary Macro = Ctrl + Shift + P

6. Window Menu:-

- Refresh Window = Ctrl + W
- Close Window = Ctrl F4
- **Dockers-**
 - Object Properties = Alt + Enter
 - Object Styles = Ctrl+ F5
 - Symbol Manager = Ctrl + F3
- **Transformation-**
 - Position = Alt + F7
 - Rotate = Alt + F8
 - Scale and mirror = Alt + F9
 - Size = Alt+ F10
- Align and Distribute = Ctrl + Shift + A
- Step and Repeat = Ctrl + Shift + D
- **Effect-**
 - Contour = Ctrl + F9
 - Envelope = Ctrl + F7
 - Line = Alt + F3
- **Text-**
 - Text Properties = Ctrl + T
 - Insert Character = Ctrl + F11
- Color Style = Ctrl + F6
- View Manager = Ctrl + F12
- Macro Manager = Alt + Shift + F11

Thank You