

COREL DRAW KEYBOARD SHORT CUT

COREL DRAWS SHORTCUT KEYS :

CTRL + A	: Select all
CTRL + B	: Bold
CTRL + C	: Copy
CTRL + D	: Duplicate
CTRL + E	: Export
CTRL + G	: Group
CTRL + I	: Import
CTRL + J	: Option
CTRL + K	: Break Apart
CTRL + N	: New
CTRL + O	: Open
CTRL + P	: Print
CTRL + Q	: Curve
CTRL + S	: Save
CTRL + T	: Format Text
CTRL + U	: Ungroup
CTRL + V	: Paste
CTRL + X	: Cut
CTRL + Z	: Undo
F1 :	Corel draw help
F2 :	Zoom tool
F3 :	To reduce size
F4 :	Fit in window
F5 :	Free hand tool
F6 :	Rectangle Tool
F7 :	Ellipse tool circle

F8 :	Text tool
F9 :	Full screen
F10 :	Shape tool
F11 :	Fountain fill

Align Bottom

B

Aligns selected objects to the bottom

Align Centers Horizontally

E

Horizontally aligns the centers of the selected objects

Align Centers Vertically

C

Vertically aligns the centers of the selected objects

Align Left

L

Aligns selected objects to the left

Align Right

R

Aligns selected objects to the right

Align To Baseline

Alt+F12

Aligns text to the baseline

Align Top

T

Aligns selected objects to the top

Artistic Media

I

Draws curves and applies Preset, Brush, Spray, Calligraphic or Pressure Sensitive effect

Back One

Ctrl+PgDn

Back One

Break Apart

Ctrl+K

Breaks apart the selected object

Brightness/Contrast/Intensity

Ctrl+B

Brightness/Contrast/Intensity...

Bring up Property Bar

Ctrl+Enter

Brings up the Property Bar and gives focus to the first visible item that can be tabbed to

Center to Page

P

Aligns the centers of the selected objects to page

Character Formatting

Ctrl+T

Character Formatting

Color Balance...

Ctrl+Shift+B

Color Balance

Combine

Ctrl+L

Combines the selected objects

Contour

Ctrl+F9

Opens the Contour Docker Window

Convert

Ctrl+F8

Converts artistic text to paragraph text or vice versa

Convert Outline To Object

Ctrl+Shift+Q

Converts an outline to an object

Convert To Curves

Ctrl+Q

Converts the selected object to a curve

Copy

Ctrl+C

Copies the selection and places it on the Clipboard

Copy

Ctrl+Insert

Copies the selection and places it on the Clipboard

Cut

Ctrl+X

Cuts the selection and places it on the Clipboard

Cut

Shift+Delete

Cuts the selection and places it on the Clipboard

Delete

Deletes the selected object(s)

Distribute Bottom

Shift+B

Distributes selected objects to the bottom

Distribute Centers Horizontally

Shift+E

Horizontally Distributes the centers of the selected objects

Distribute Centers Vertically

Shift+C

Vertically Distributes the centers of the selected objects

Distribute Left

Shift+L

Distributes selected objects to the left

Distribute Right

Shift+R

Distributes selected objects to the right

Distribute Spacing Horizontally

Shift+P

Horizontally Distributes the space between the selected

Distribute Spacing Vertically

Shift+A

Vertically Distributes the space between the selected objects

Distribute Top

Shift+T

Distributes selected objects to the top

Duplicate

Ctrl+D

Duplicates the selected object(s) and offsets by a specified amount

Duplicate In Place

+

Duplicates the selected object(s) at their current location

Dynamic Guides

Alt+Shift+D

Shows or hides the Dynamic Guides (toggle)

Edit Text...

Ctrl+Shift+T

Opens the Edit Text dialog box

Ellipse

F7

Draws ellipses and circles; double-clicking the tool opens the Toolbox tab of the Option

Envelope

Ctrl+F7

Opens the Envelope Docker Window

Eraser

X

Erases part of a graphic or splits an object into two closed paths

Exit

Alt+F4

Exits CorelDRAW and prompts to save the active drawing

Export...

Ctrl+E

Exports text or objects to another format

Font Size Decrease

Ctrl+NUMPAD2

Decreases font size to previous point size

Font Size Increase

Ctrl+NUMPAD8

Increases font size to next point size

Font Size Next Combo Size

Ctrl+NUMPAD6

Increase font size to next setting in Font Size List

Font Size Previous Combo Size

Ctrl+NUMPAD4

Decrease font size to previous setting available in the Font Size List

Forward One

Ctrl+PgUp

Forward One

Fountain Fill...

F11

Applies fountain fills to objects

Freehand

F5

Draws lines and curves in Freehand mode

Full-Screen Preview

F9

Displays a full-screen preview of the drawing

Graph Paper

D

Draws a group of rectangles; double-clicking opens the Toolbox tab of the Options dial

Graphic and Text Styles

Ctrl+F5

Opens the Graphic and Text Styles Docker Window

Group

Ctrl+G

Groups the selected objects

Hand

H

Hand Tool

Horizontal Text C

Ctrl+,

Changes the text to horizontal direction

Hue/Saturation/Lightness...

Ctrl+Shift+U

Hue/Saturation/Lightness

Import...

Ctrl+I

Imports text or objects

Insert Symbol Character

Ctrl+F11

Opens the Insert Character Docker Window

Interactive Fill

G

Adds a fill to object(s); clicking and dragging on object(s) applies a fountain fill

Lens

Alt+F3

Opens the Lens Docker Window

Linear

Alt+F2

Contains functions for assigning attributes to linear dimension lines

Macro Editor...

Alt+F11

Macro Editor...

Mesh Fill

M

Converts an object to a Mesh Fill object

Micro Nudge Down

Ctrl+DnArrow

Nudges the object downward by the Micro Nudge factor

Micro Nudge Left

Ctrl+LeftArrow

Nudges the object to the left by the Micro Nudge factor

Micro Nudge Right

Ctrl+RightArrow

Nudges the object to the right by the Micro Nudge factor

Micro Nudge Up

Ctrl+UpArrow

Nudges the object upward by the Micro Nudge factor

Navigator

N

Brings up the Navigator window allowing you to navigate to any object in the document

New

Ctrl+N

Creates a new drawing

Next Page

PgDn

Goes to the next page

Nudge Down

DnArrow

Nudges the object downward

Nudge Left

LeftArrow

Nudges the object to the left

Nudge Right

RightArrow

Nudges the object to the right

Nudge Up

UpArrow

Nudges the object upw

Open...

Ctrl+O

Opens an existing drawing

Options...

Ctrl+J

Opens the dialog for setting CorelDRAW options

Outline Color...

Shift+F12

Opens the Outline Color dialog box

Outline Pen...

F12

Opens the Outline Pen dialog box

Pan Down

Alt+DnArrow

Pan Down

Pan Left

Alt+LeftArrow

Pan Left

Pan Right

Alt+RightArrow

Pan Right

Pan Up

Alt+UpArrow

Pan Up

Paste

Ctrl+V

Pastes the Clipboard contents into the drawing

Paste

Shift+Insert

Pastes the Clipboard contents into the drawing

Place Inside Container...

Ctrl+1

Places selected object(s) into a PowerClip container object

Polygon

Y

Draws polygons

Position

Alt+F7

Opens the Position Docker Window

Previous Page

PgUp

Goes to the previous page

Print...

Ctrl+P

Prints the active drawing

Properties

Alt+Enter

Allows the properties of an object to be viewed and edited

Record Temporary Macro

Ctrl+Shift+R

Record Temporary Macro

Rectangle

F6

Draws rectangles; double-clicking the tool creates a page frame

Redo

Ctrl+Shift+Z

Reverses the last Undo operation

Refresh Window

Ctrl+W

Redraws the drawing window

Repeat

Ctrl+R

Repeats the last operation

Rotate

Alt+F8

Opens the Rotate Docker Window

Run Temporary Macro

Ctrl+Shift+P

Run Temporary Macro

Save As... S

Ctrl+Shift+

Saves the active drawing with a new name

Save...

Ctrl+S

Saves the active drawing

Scale

Alt+F9 Window

Opens the Scale Docker

Select all

Ctrl+A

Select all object of the active page

Shape

F10

Edits the nodes of an object; double-clicking the tool selects all nodes on the selected

Size

Alt+F10 Window

Opens the Size Docker

Smart Drawing

Shift+S Dbl-click

opens Smart Drawing Tool options; Shift+drag backwards over line erases

Snap to Grid

Ctrl+Y

Snaps objects to the grid (toggle)

Snap to Objects

Alt+Z

Snaps objects to other objects (toggle)

Spell Check...

Ctrl+F12

Opens the Spell Checker; checks the spelling of the selected text

Spiral

A

Draws spirals; double-clicking opens the Toolbox tab of the Options dialog

Step and Repeat...

Ctrl+Shift+D

Shows Step and Repeat docker

Stop Recording

Ctrl+Shift+O

Stop Recording

Super Nudge Down

Shift+DnArrow

Nudges the object downward by the Super Nudge factor

Super Nudge Left

Shift+LeftArrow

Nudges the object to the left by the Super Nudge factor

Super Nudge Right

Shift+RightArrow

Nudges the object to the right by the Super Nudge factor

Super Nudge Up

Shift+UpArrow

Nudges the object upward by the Super Nudge factor

Symbol Manager

Ctrl+F3

Symbol Manager Docker

Text

F8

Adds text; click on the page to add Artistic Text; click and drag to add Paragraph Text

To Back Of Layer

Shift+PgDn

To Back Of Layer

To Back Of Page

Ctrl+End

To Back Of Page

To Front Of Layer

Shift+PgUp

To Front Of Layer

To Front Of Page

Ctrl+Home

To Front Of Page

Toggle Pick State

Ctrl+Space

Toggles between the current tool and the Pick tool

Toggle View

Shift+F9

Toggles between the last two used view qualities

Undo

Ctrl+Z

Reverses the last operation

Undo

Alt+Backspace

Reverses the last operation

Ungroup

Ctrl+U

Ungroups the selected objects or group of objects

Uniform Fill...

Shift+F11

Applies uniform color fills to objects

Use bullets

Ctrl+M

Show/Hide Bullet

Vertical Text

Ctrl+.

Changes the text to vertical

View Manager

Ctrl+F2

Opens the View Manager Docker Window

What's This?

Shift+F1

What's This? Help

Zoom

Z

Zoom Tool