

Keyboard Commands in PowerPoint

Designing Presentations

Help	F1
Toggle between selecting all text within an object or the object itself	F2
Run presentation	F5
Spelling	F7
Create a new presentation	Ctrl+N
Insert a new slide	Ctrl+M
Copy a slide	Ctrl+D
Open a presentation	Ctrl+O
Close a presentation	Ctrl+W
Print a presentation	Ctrl+P
Exit <i>PowerPoint</i>	Ctrl+Q
Save a presentation	Ctrl+S
Run a presentation	F5
Search and find	Ctrl+F
Search and replace	Ctrl+H
Insert a hyperlink	Ctrl+K
Check spelling	F7
Undo last action	Ctrl+Z
Redo last action	Ctrl+Y
Move to the next pane	F6
Move to the previous pane	Shift+F6
Bold	Ctrl+B
Italicize	Ctrl+I
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Duplicate	Ctrl+D
Replace	Ctrl+H
Center Alignment	Ctrl+E
Align to left	Ctrl+L
Align to right	Ctrl+R
Justify text	Ctrl+J
Format Font	Ctrl+T
Turn guides on or off	Ctrl+G

Keyboard Commands in PowerPoint

Working with Objects: Selecting

Select an object	Tab or Shift+Tab
Select text within a selected object	Enter
Select all objects/slides	Ctrl+A
Open AutoShape menu	Alt+U
Switch between graphics and text selection	F2
Next Object	Tab
Previous Object	Shit+Tab
Extend text selection in direction of arrow	Shift+Arrow Keys
Add or subtract from selection	Shift+Click

Working with Objects: Dragging an Object

Constrain to vertical and horizontal	Shift
Ignore grid and guides	Alt
Duplicate	Ctrl

Working with Objects: Resizing an Object

Constrain to vertical, horizontal, diagonal	Shift
Ignore grid and guides	Alt
Resize from center	Ctrl
Restore shape	Double-click Handle

Text Editing

Create new paragraph	Enter
Create new line in a paragraph	Shit+Enter
Move insertion point a word	Ctrl+Left or Right Arrow

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Keyboard Commands in PowerPoint

at a time	
Move insertion point a paragraph at a time	Ctrl+Up or Down Arrow
Move insertion point to extremes of line	Home, End
Increase font size	Ctrl+Shift+Greater Than
Decrease font size	Ctrl+Shift+Less Than
Raise Baseline	Alt+Ctrl+Shift+Greater Than
Lower Baseline	Alt+Ctrl+Shift+Less Than

Working with Outlines

Promote a paragraph	Alt+Shift+Left arrow key
Demote a paragraph	Alt+Shift+Right arrow key
Move selected paragraphs up	Alt+Shift+Up arrow key
Move selected paragraphs down	Alt+Shift+Down arrow key
Show heading level 1	Alt+Shift+1
Expand text below a heading	Alt+Shift++
Collapse text below a heading	Alt+Shift+-
Show all text or headings	Alt+Shift+A
Select all text	Ctrl+A
Next Body object or Title object	Ctrl+Enter
Promote paragraph if caret at the beginning of line	Shift+Tab
Promote paragraph if caret at the beginning of line	Tab

Hot Keys When Running a Slide Show

Move to next animation or slide	N
"	Enter
"	Spacebar
"	PgDn
"	Right Arrow
"	Down Arrow
"	Left-mouse click

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Keyboard Commands in PowerPoint

Return to the previous animation or slide	P
"	PgUp
"	Left Arrow
"	Backspace
Go to first slide	Ctrl+PgUp
Go to last slide	Ctrl+PgDn
Go to slide number	Type in number and Enter
Display a black screen (on/off)	B
"	. (period)
Display a white screen (on/off)	W
"	, (comma)
Stop or Restart an automatic slide	S
"	+
End a Slide Show	Esc
"	Ctrl+Break
"	- (hyphen)
Move to next hidden slide	H
Change new timings during rehearsal	T
Rehearse using original times	O
Rehearse using mouse click to advance	M
Show mouse pointer	Ctrl+P
"	A
"	=
Change pointer to a pen	Ctrl+P
Change pointer back to an arrow	Ctrl+A
Hide the mouse pointer	Ctrl+H
Hide the mouse pointer after 15 seconds	Ctrl+U
Open the shortcut menu	Shift+F10
Go to the next hyperlink	Tab
Go to previous hyperlink	Shift+Tab
Activate a hyperlink	Select and then Enter
Activate mouse over a hyperlink	Select and then Shift+Enter
Erase drawing on screen	E