



Keyboard shortcuts for PowerPoint



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Keyboard shortcuts that work with PowerPoint 2007 and above

	Action	Keyboard Shortcut
Presentations	Create New	CTRL+N
	Open an Existing	CTRL+O, CTRL+F12
	Save	CTRL+S
	Save As	F12
	Print	CTRL+P
	Find	CTRL+F
	Replace	CTRL+H
	New Slide	CTRL+M
	Exit/Quit	CTRL+Q or ALT F4
	Move from Title to Body text, Body text to Title of Next slide. If no next slide it will create a new slide	CTRL+Enter
Text Formatting	Open Text properties	CTRL+Shift+F
	Bold (Toggle)	CTRL+B
	Underline (Toggle)	CTRL+U
	Italic (Toggle)	CTRL+I
	Plain Text	CTRL+Shift+Z
	Spelling Checker	F7
	Center Paragraph	CTRL+E
	Justified Paragraph	CTRL+J
	Left-Aligned Paragraph	CTRL+L
	Right-Aligned Paragraph	CTRL+R
	Change Case	Shift+F3 toggles selection through lower case, upper case, initial caps with each press of keys
Deleting/Copying	Create Hyperlink	CTRL+K
	Delete Character Left	Backspace
	Delete Word Left	CTRL+Backspace
	Delete Character Right	Delete
	Delete Word Right	CTRL+Delete
	Cut	CTRL+X
	Copy	CTRL+C
	Paste	CTRL+V
	Undo	CTRL+Z
		Create a copy of the text
Navigating Text	Character Left	Left Arrow
	Character Right	Right Arrow
	Line Up	Up Arrow
	Line Down	Down Arrow
	Word Left	CTRL+Left Arrow
	Word Right	CTRL+Right Arrow
	End of Line	END
	Beginning of Line	HOME
	Paragraph Up	CTRL+Up Arrow
	Paragraph Down	CTRL+Down Arrow
	End of Text Block	CTRL+END
	Start of Text Block	CTRL+HOME
	Duplicate entire slide	Shift+CTRL+D
Lets you grab an object without clicking into the text in the object	Shift+Click	
Quickest way to copy something and keep it on the same plane	Shift+CTRL+Click and drag	
Navigating Objects	To Next Object	TAB
	To Previous Object	Shift+TAB
	Select All Objects	CTRL+A
	Drag and Drop Copy	CTRL+Select and Drag
	Create a Duplicate Object	CTRL+D
	Create another Duplicate with same offset as first Duplicate	CTRL+D, move new copy to desired location, then use CTRL+D repeatedly to create more copies
Text Selecting	Character Right	Shift+Right Arrow
	Character Left	Shift+Left Arrow
	End of Word	CTRL+Shift+Right Arrow
	Beginning of Word	CTRL+Shift+Left Arrow
	Line Up	Shift+Up Arrow
	Line Down	Shift+Down Arrow
	Select All	CTRL+A
	Select Any Text	Drag with left mouse button depressed
	Select Word	Double-Click
	Select Paragraph	Triple-Click
	Drag and Drop	Select and Drag
Drag and Drop Copy	CTRL+Select and Drag	

Keyboard shortcuts that work with PowerPoint 2007 and above

	Action	Keyboard Shortcut
Window Navigation	Go to Previous Window	CTRL+Shift+F6
	Go to Next Window	CTRL+F6
	Size Presentation Window (Un-Maximize)	ALT+F5
	Maximize Application Window	ALT+F10
	Maximize Presentation Window	CTRL+F10
	Restore Presentation Window to Previous Size	CTRL+F5
	Put Presentation in its own Window	CTRL+F5
Drawing/Formatting	Show/Hide Guides (toggle)	ALT+F9
	Switch from Normal View to Master View	Shift+Click Slide View Button
	Group	CTRL+G
	Ungroup	CTRL+Shift+G
	Regroup	CTRL+Shift+J
	Resize while Maintaining Proportions	Shift+Resize
	Resize from Center	CTRL+Resize
	Resize from Center while Maintaining Proportions	CTRL+Shift+Resize
	Rotate in 15 degree increments	Shift+Rotate tool
	Rotate from Corner	CTRL+Rotate tool
	Rotate in 15 degree increments from Corner	Shift+CTRL+Rotate tool
	Extend Line along same angle	Shift+Resize
	Make Straight Segment while Using Curve Tool	CTRL+ALT+click (using curve tool)
	Nudge object one grid unit	Arrow Key
	Nudge object one pixel	CTRL+Arrow Key
	Temporarily Release Grid/Guide Snap	ALT
	Create Multiple Guides	CTRL+Drag Guide
Slide Show	Go to Slide <number>	<number> ENTER
	Black/Unblack Screen	B or Period
	White/Unwhite Screen	W or Comma
	Show/Hide Pointer	A or =
	End Show	ESC, CTRL+Break, Minus, END
	Erase Screen Annotations	E
	Advance to Hidden Slide	H
	Advance to Next Slide	Mouse Click, Spacebar, N, Right Arrow, Down Arrow, Page Down
	Return to Previous Slide	Backspace, P, Left Arrow, Up Arrow, Page Up
Outlining all views	Promote Paragraph	ALT+Shift+Left Arrow
	Demote Paragraph	ALT+Shift+Right Arrow
	Move Selected Paragraphs Up	ALT+Shift+Up Arrow
Outlining outline view	Collapse to Titles	ALT+Shift+1
	Expand Text under a heading	ALT+Shift+Plus
	Collapse Text Under a Heading	ALT+Shift+Minus
	Show All Text and Headings	ALT+Shift+A
Additional tips	Help	F1
	Send to mail recipient as attachment	ALT+F+D+E
	Create shortcuts for entering text	Tools/AutoCorrect
	Snap to Shape	Draw/Snap/Snap to Shape

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Thank you