

## MICROSOFT POWERPOINT SHORTCUT KEYS

<b>Presentations</b>	
New Presentation	Ctrl-N
Open Presentation	Ctrl-O
Save Presentation	Ctrl-F12 Ctrl-S Shift-F12 Alt-Shift-F2
Save As	F12
Close Presentation	Ctrl-W
Print	Ctrl-F4 Ctrl-P Ctrl-Shift-F12
<b>Slides</b>	
New Slide	Ctrl-M
New Slide with no Auto Layout	Ctrl-Shift-M
Select All Slides (Slide Sorter View)	Ctrl-A Ctrl-5 (Num Pad)
<b>Navigation</b>	
Start of Presentation	Ctrl-Home
End of Presentation	Ctrl-End
Up a Slide	Page Up
Down a Slide	Page Down
Start of Line	Home
End of Line	End
Right a Word	Ctrl-→
Left a Word	Ctrl-←
Down a Paragraph	Ctrl-↓
Up a Paragraph	Ctrl-↑
<b>Text Editing</b>	
Delete Next Word	Ctrl-Delete
Delete Previous Word	Ctrl-Backspace
Line Break	Shift-Return
Move From Title to Text	Ctrl-Return
Find	Ctrl-F
Repeat Find	Ctrl-H
Spelling	Alt-Ctrl-L
<b>Working with Outlines</b>	
Promote a Paragraph	Alt-Shift-←
Demote a Paragraph	Alt-Shift-→
Move Paragraph Up	Alt-Shift-↑
Move Paragraph Down	Alt-Shift-↓
Show Heading Level One	Alt-Shift-1
Show Text and Headings	Alt-Shift-A

Expand Text of Heading	Alt-Shift-+
Collapse Text of Heading	Alt-Shift-- (minus)
Hide/Display Formatting	/(Num Pad)
Select All Text in Outline	Ctrl-A Ctrl-5 (Num Pad)
<b>Presentation Views</b>	
Slide View	Alt-Ctrl-N
Outline View	Alt-Ctrl-O
Slide Sorter View	Alt-Ctrl-P
<b>Object Manipulation</b>	
Start Selection	Shift-Cursor
Select All Objects on Slide	Ctrl-A Ctrl-5 (Num Pad)
Cut Select Text	Ctrl-X Shift-Delete
Copy Selected Text	Ctrl-C Ctrl-Insert
Paste Text	Ctrl-V Shift-Insert
Undo	Ctrl-Z Alt-Backspace
Duplicate	Ctrl-D
Group	Ctrl-Shift-G
Ungroup	Ctrl-Shift-H
Regroup	Ctrl-Shift-J
Show Guides	Ctrl-G
Copy Formats	Ctrl-Shift-C
Paste Formats	Ctrl-Shift-V
<b>Text Formatting</b>	
Bold	Ctrl-B
Italic	Ctrl-I
Underline	Ctrl-U
Toggle Case	Shift-F3
Subscript	Ctrl-=
Superscript	Ctrl-Shift-=
Change Font	Ctrl-Shift-F
Change Point Size	Ctrl-Shift-P
Grow Font by one Size	Ctrl-Shift->
Shrink Font by one Size	Ctrl-Shift-<
Grow Font by one Point	Ctrl-]
Shrink Font by one Point	Ctrl-[
Raise Baseline	Alt-Ctrl-Shift->
Lower Baseline	Alt-Ctrl-Shift-<

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Removing Formatting	Ctrl-Shift-Z
Format Font Dialog Box	Ctrl-T
Left Alignment	Ctrl-L
Centre Alignment	Ctrl-E
Right Alignment	Ctrl-R
Justification	Ctrl-J
<b>Slide Master Codes</b>	
Insert Date	Alt-Shift-D
Insert Page	Alt-Shift-P
Insert Time	Alt-Shift-T
<b>Slide Show Facilities</b>	
Go to Slide <i>n</i>	<i>n</i> Return
Go To Next Slide	Spacebar or <i>n</i> → or ↓ Page Down
Go to Previous Slide	Backspace or ← or ↑ Page Up
Stop/Restart Automatic Show	S or +
End Show	Escape or - Ctrl-Break
Black/Unblack Screen	B or . (period)
White/Unwhite Screen	W or , (comma)
Show/Hide Pointer	A or =
Erase Screen Annotations	E
Use New Time	T
Use Original Time	O
Advance on Mouse Click	M
<b>Organisation Chart Keys</b>	
Move to Box to Left	Ctrl-←
Move to Box to Right	Ctrl-→
Move to Next Box Up	Ctrl-↑
Move to Next Box Down	Ctrl-↓
Move to Top of Chart	Ctrl-Home
Move to Bottom of Chart	Ctrl-End
Move One Screen Down	Page Down
Move One Screen Right	Ctrl-Page Down
Move One Screen Up	Page Up
Move One Screen Left	Ctrl-Page Up
Select all Boxes in Chart	Ctrl-A
Select Branch below Manager	Ctrl-B
Select Whole Group	Ctrl-G
Create Subordinate for Current Box	F2
Create Coworker before Current Box	F3

Create Coworker after Current Box	F4
Create Manager for Current Box	F5
Create Assistant for Current Box	F6
Display Whole Chart	F9
Display Chart at 50% Size	F10
Display Chart Actual Size	F11
Display chart at 200% Size	F12
<b>Working with Windows</b>	
Activate the Menu	F10 Alt
Cancel a Menu	Esc, Esc
Next Presentation Window	Ctrl-F6
Maximise PowerPoint	Alt-F10
Maximise a Presentation	Ctrl-F10
Exit PowerPoint	Alt-F4
<b>Other Short Cut Keys</b>	
Help	F1
Help Tool	Shift-F1
Update Link	Ctrl-Shift-F7
<b>Microsoft Graph Keys</b>	
Move to Beginning of Row	Home
Move to End of Row	End
Move to Top of Data Area	Ctrl-Home
Move to Bottom of Data Area	Ctrl-End
Down One Window	Page Down
Up One Window	Page Up
Right One Window	Alt-Page Down
Left One Window	Alt-Page Up
Up to Edge of Data Region	Ctrl-↑
Down to Edge of Data Region	Ctrl-↓
Left to Edge of Data Region	Ctrl-←
Right to Edge of Data Region	Ctrl-→
Select Range of Cells	Shift-Cursor
Select Entire Row	Shift-Spacebar
Select Entire Column	Ctrl-Spacebar
Select All Cells	Ctrl-A
<b>Short Cuts Using the Mouse</b>	
Select Any Text	<i>Click &amp; Drag</i>
Select Word	<i>Double Click on Word</i>
Select Paragraph	

## **MICROSOFT POWERPOINT SHORTCUT KEYS**

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*Triple Click in Paragraph*  
Drag and Drop Copy  
*Select and Ctrl & Click & Drag*  
Select more than One Object  
*Shift & Click on each Object*  
Select a Group of Objects  
*Click & Drag round the Objects*  
Constrain a Drawing Shape to be "Perfect"  
*Hold Shift while Drawing the Object*  
Draw a Shape from the Centre Outwards  
*Hold Ctrl while Drawing the Object*  
Override Snap-to-Grid Feature while Drawing  
*Hold Alt while Drawing the Object*  
Keep a Button Pushed in form Repeated Use  
*Double Click on the Button*  
Restore Picture to Original Size  
*Ctrl & Double Click a Handle on Frame*  
Go To Slide 1 of Slide Show  
*Hold both Mouse Buttons down for 2  
Seconds*  
Go To Next Slide of Slide Show  
*Click*  
Go To Previous Slide of Slide Show  
*Right Mouse Click*  
Move from Slide Sorter to Slide View  
*Double Click on Slide*  
Show Title in Slide Sorter  
*Alt & Click on Slide*  
Switch To/From Master View  
*Shift & Click Slide View Button*