

Helpful PowerPoint Keyboard Shortcuts

NAVIGATION SHORTCUTS

Alt + Tab	Toggle between open programs
Ctrl + Tab	Toggle between open PowerPoint files
Tab	Select or move to the next object on a slide
Shift + Tab	Select or move to the previous object on a slide
Alt + W + M	View the Slide Master
Alt + M + C	Close the Slide Master
→ / ← / ↑ / ↓	Move one space or line at a time
Ctrl + ↑ / Ctrl + ↓	Move up or down one paragraph
Ctrl + → / Ctrl + ←	Move right or left one word
Home / End	Move to the beginning or end of a line
Shift + → / Shift + ←	Select one character at a time
Shift + Home / Shift + End	Select an entire line of text
Ctrl + Shift + Home / Ctrl + Shift + End	Select text to the end of the line or to its beginning
Ctrl + Shift + ↑ / Ctrl + Shift + ↓	Select text to the end of the paragraph or to its beginning

FUNCTION KEYS

F1	Display Help
F2	Edit in selected placeholder or object
F4	Repeat last action
F5	Start presentation from the beginning
F6	Move clockwise among panes
Shift + F6	Move counter clockwise among panes
F7	Check spelling
F12	Open Save As dialogue box

PROGRAM SHORTCUTS

Ctrl + N	Create a new presentation
Ctrl + O	Open an existing presentation
Ctrl + P	Print
Ctrl + S	Save
Ctrl + Q	Save and close a presentation
Ctrl + W	Close a presentation
Ctrl + F1	Show or hide the ribbon
Alt + W + Q	Zoom

TEXT & OBJECT FORMATTING SHORTCUTS

Ctrl + Spacebar	Clear text formatting
Ctrl + =	Apply subscript
Ctrl + Shift + =	Apply superscript
Ctrl + Shift + C	Pick up formatting of an object
Ctrl + Shift + V	Apply formatting of an object
Alt + F10	Open/close Selection Pane
Ctrl + K	Insert a hyperlink
Ctrl +]	Increase font size
Ctrl + [Decrease font size
Ctrl + T	Display the font dialogue box
Shift + F3	Change case
Ctrl + E	Centre a paragraph
Ctrl + J	Justify a paragraph
Ctrl + L	Left align a paragraph
Ctrl + R	Right align a paragraph
Tab	Promote a paragraph in an outline
Shift + Tab	Demote a paragraph in an outline

DRAWING, EDITING & OTHER SHORTCUTS

Ctrl + D	Duplicate the current slide or object
Ctrl + M	Insert a new slide
Shift + F9	Show or hide the grid
Alt + F9	Show or hide the guides
Ctrl + G	Group objects (with objects selected)
Ctrl + Shift + G	Ungroup objects
Shift + Click and Drag	Resize object & maintain proportion
Ctrl + Click and Drag	Resize object from centre
Alt + H + G	Call up the Arrange functions
Alt + H + U	Insert a bullet
Alt + H + S + H	Insert a shape
Alt + N + P	Insert a picture
Alt + N + U	Insert a symbol
Alt + 0128*	Insert € symbol
Alt + 0162*	Insert ¢ symbol
Alt + 0163*	Insert £ symbol
Alt + 0165*	Insert ¥ symbol

SLIDESHOW SHORTCUTS

F5	Start presentation from beginning
Shift + F5	Start presentation from current slide
Ctrl + P	Annotate with the Pen tool during show
N or Page Down	Advance to next slide during show
P or Page Up	Return to prior slide during show
B	Make the screen black during show
W	Make the screen white during show
1 + Enter	Return to the first slide during show

MENU TIP

You can select any menu command by pressing Alt and then the letter in the menu name.

*must have a numeric keypad for these shortcuts to work