

# Helpful PowerPoint Keyboard Shortcuts For Mac

## NAVIGATION SHORTCUTS

⌘ + Tab	Toggle between open programs
⌘ + ~	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
⌘ + Option + 1	View the Slide Master
⌘ + 1	Close the Slide Master
→ / ← / ↑ / ↓	Move one space or line at a time
⌘ + ↑ / ⌘ + ↓	Move up or down one paragraph
Option + → / Option + ←	Move right or left one word
⌘ + → / ⌘ + ←	Move to the beginning or end of a line
Shift + → / Shift + ←	Select one character at a time
⌘ + Shift + → / ⌘ + Shift + ←	Select an entire line of text
Ctrl + Shift + → / Ctrl + Shift + ←	Select text to the end of the line or to its beginning
⌘ + Shift + ↑ / ⌘ + Shift + ↓	Select text to the end of the paragraph or to its beginning

## FUNCTION KEYS EQUIVALENTS

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

## PROGRAM SHORTCUTS

⌘ + N	Create a new presentation
⌘ + O	Open an existing presentation
⌘ + P	Print
⌘ + S	Save
⌘ + Q	Save and close a presentation
⌘ + W	Close a presentation
Alt + ⌘ + R	Show or hide the ribbon
⌘ + + / ⌘ + -	Zoom in / out

## TEXT & OBJECT FORMATTING SHORTCUTS

Ctrl + Spacebar	Clear text formatting
Ctrl + =	Apply subscript
Ctrl + Shift + =	Apply superscript
⌘ + Shift + C	Pick up formatting of an object
⌘ + Shift + V	Apply formatting of an object
⌘ + Shift + 1	Format selected object
⌘ + K	Insert a hyperlink
⌘ + Shift + >	Increase font size
⌘ + Shift + <	Decrease font size
⌘ + T	Display the font dialogue box
Shift + Fn + 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

⌘ + D	Duplicate the current slide or object
⌘ + Shift + N	Insert a new slide
⌘ + I	Hide mouse pointer
⌘ + P	Redisplay hidden mouse
⌘ + Option + Ctrl + G	Show or hide the guides
⌘ + Option + G	Group objects (with objects selected)
⌘ + Option + Shift + G	Ungroup objects
⌘ + Option + Ctrl + Z	Open thesaurus
⌘ + 3	Open Notes Page view
⌘ + Ctrl + F	Switch to full screen
⌘ + Ctrl + Z	Toggle Drawing mode
Option + G	Insert © symbol
Option + 2	Insert ™ symbol
Option + Shift + 2	Insert € symbol
Option + 3	Insert £ symbol
Option + 4	Insert ¢ symbol
Option + Y	Insert ¥ symbol

## SLIDESHOW SHORTCUTS

⌘ + Shift + Enter	Start presentation from beginning
⌘ + Enter	Start presentation from current slide
⌘ + 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

For optimal Excel keyboard settings on a Mac go to:  
 System Preferences --> Keyboard  
 Keyboard tab: Enable "Use all F1, F2, etc. keys..."  
 Shortcuts tab: Enable "Move focus to menu bar"  
 (use Ctrl + F2 to access Excel menus with keyboard)  
 At the bottom select "All controls" under  
 "Full Keyboard Access" (for full use of Tab key)