

Microsoft Powerpoint

SHORTCUT KEYS

Sometimes it's quicker to use the keyboard rather than the mouse. Below is a listing of the most common shortcut keys used in Microsoft PowerPoint (for most Windows versions).

SHORTCUT	DESCRIPTION
Ctrl + N	Create a new blank presentation
Ctrl + O	Open an existing presentation
Ctrl + W	Close current presentation
Ctrl + S	Save the active presentation
F12	Open the Save As dialog box
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + A	Select all text and objects
Ctrl + C	Copy the selected text or objects
Ctrl + X	Cut the selected text or objects
Ctrl + V	Paste the contents of the clipboard
Ctrl + P	Print slides
Ctrl + B	Apply or remove bold
Ctrl + I	Apply or remove italic
Ctrl + U	Apply or remove underline
Ctrl + R	Right align text
Ctrl + L	Left align text
Ctrl + E	Center align text
Ctrl + J	Justify text
Ctrl + M	Add a new slide

SHORTCUT	DESCRIPTION
Ctrl + F or H	Open Find or Find/Replace
Ctrl + Shift + >	Increase the font size of selected text
Ctrl + Shift + <	Decrease the font size of selected text
F5	Start slide show from first slide
Shift + F5	Start slide show from current slide
Ctrl + K	Insert a hyperlink
F7	Open Spellcheck
Shift + F7	Use the Thesaurus
Esc or Hyphen	End the slide show
Spacebar or N	Advance to next slide
Backspace	Return to previous slide
B	Display a black slide
W	Display a white slide
Alt + U	Mute sound
P	Go back to previous slide
Enter	Perform next animation
Ctrl + Shift + G	Group objects
Ctrl + Shift + H	Ungroup objects
Shift + F3	Change case of text
Ctrl + F1	Hide or show the ribbon