

# PowerPoint Keyboard Shortcuts

## Text Formatting

To do this	Press these keys Always hold CTRL or ALT or SHIFT down while pressing the final key
Change Font	CTRL+Shift+F, then use up/down arrow keys, click Enter when done
Change Point Size	CTRL+Shift+P, then use up/down arrow keys, click Enter when done
Increase Font Size	CTRL+Shift+>
Decrease Font Size	CTRL+Shift+<
Bold	CTRL+B
Underline	CTRL+U
Italic	CTRL+I
Superscript	ALT+CTRL+Shift+>
Subscript	ALT+CTRL+Shift+<
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
Create Hyperlink	CTRL+K

## Deleting and Copying

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	CTRL+Drag

## Navigating in Text Blocks

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

## **Navigating and Working With Objects**

To Previous Object	TAB
To Next 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

## **Outlining, in All Views**

Promote Paragraph	ALT+Shift+Left Arrow or TAB from beginning of Paragraph
Demote Paragraph	ALT+Shift+Right Arrow or Shift+TAB from beginning of Paragraph
Move Selected Paragraphs Up	ALT+Shift+Up Arrow
Move Selected Paragraphs Down	ALT+Shift+Down Arrow

## **Outlining, in 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
Display Character Formatting	Keypad / (numlock off)

## **Selecting, in Text**

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 or F2
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

### Working with Slides and Presentation Files

New Presentation	CTRL+N
Open a Presentation	CTRL+O, CTRL+F12
Save	CTRL+S, F12
Save As	F12
Print	CTRL+P
Find	CTRL+F
Replace	CTRL+H
New Slide (menu)	CTRL+M
New Slide like last one, no menu	Shift+CTRL+M
Exit/Quit	CTRL+Q or ALT F4
Move from Title to Text	CTRL+Enter
Move from Body text to Title of Next Slide	CTRL+Enter

### Working with Presentation Windows

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)	CTRL+G
Switch from Normal View to Master View	Shift+Click Slide View Button
Group	CTRL+Shift+G
Ungroup	CTRL+Shift+H
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

### Controlling Slides in 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

### Getting Help & Programming Tools

Help	F1
Menu and Dialog Explanations	Shift+F1
Right Mouse Click without Mouse	Shift+F10
Bring up Visual Basic Editor	ALT+F11
Macro Recorder	ALT+F8