



PowerPoint Keyboard Shortcuts

| Key / Key Combo | Command |
|---|--|
| B (or .) | Display a black screen, or return to the slide |
| E | Erase on-screen annotations (in presentation) |
| H | Go to next hidden slide |
| M | Use mouse-click to advance while rehearsing |
| N (or Enter, Page Down, Right arrow, Down arrow, Space, or mouse) | Perform the next animation or advance to the next slide |
| O | Use original timings while rehearsing |
| P (or Page Up, Left arrow, Up arrow, or Backspace) | Perform the previous animation or return to the previous slide |
| S (or +) | Stop or restart an automatic slide show |
| T | Set new timings while rehearsing |
| Tab | Go to the first or next hyperlink on a slide |
| Tab | Move through objects on a slide |
| W (or ,) | Display a white screen, or return to the slide |
| F1 | Display Help or the Office Assistant |
| F2 | Toggle select text in a selected Text box / |
| F4 | Repeat the last action |
| F5 | Run a presentation |
| F6 | Move to the next pane |
| F7 | Check spelling |
| F10 | Activate the menu bar |
| F12 | Carry out Save As command (File menu) |

| Key / Key Combo | Command |
|-----------------------------|--|
| Alt | Temporarily release grid/guide snap |
| Delete | Delete one character to the right |
| End | To the end of a line |
| Enter | While a hyperlink is selected, acts like a mouse click |
| Esc (or Ctrl + Break, or -) | Cancel an action |
| Esc (or Ctrl + Break, or -) | End a slide show |
| Home | To the beginning of a line |
| Select text, Ctrl + <drag> | Creates copy of selected text |
| <arrow> | Nudge object one grid unit |
| <down arrow> | One line down |
| <left arrow> | One character to the left |
| <right arrow> | One character to the right |
| <up arrow> | One line up |
| <number> + Enter | Go to slide <number> |
| Alt + 1 | Back / Previous folder |
| Alt + 2 | Up one level |
| Alt + 3 | Search WWW |
| Alt + 4 | Delete selected folder or file |
| Alt + 5 | Create a new folder |
| Alt + 6 | Toggle between views |
| Alt + 7 | Display Tools menu |
| Alt + F4 | Quit PowerPoint |
| Alt + F5 | Restore the program window size |
| Alt + F7 | Find next misspelling |
| Alt + F10 | Maximize the program window |
| Alt + F11 | Display Visual Basic code |
| Alt + Shift + F4 | Quit PowerPoint |

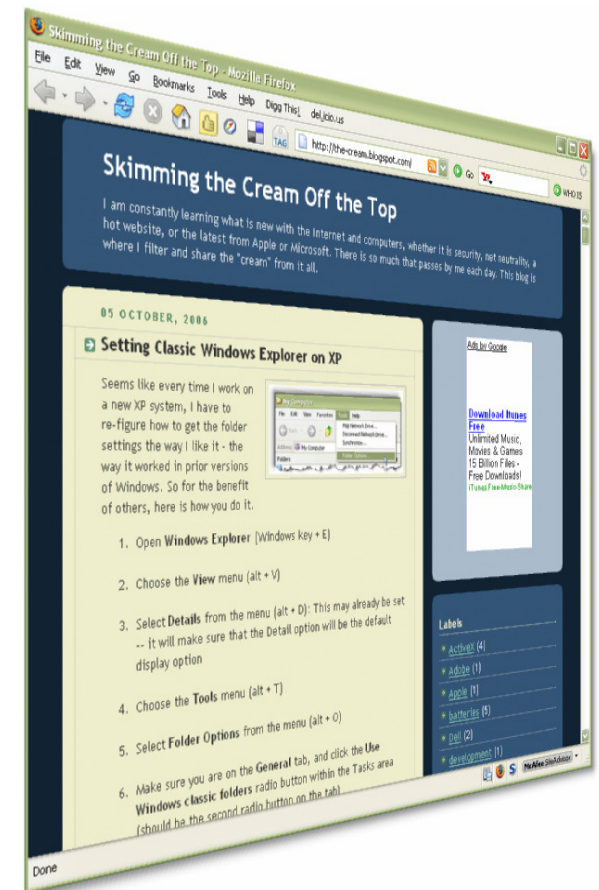
| Key / Key Combo | Command |
|--------------------------|---|
| Ctrl + F4 | Close the window |
| Ctrl + F5 | Restore the edit window size |
| Ctrl + F6 | Move to the next edit window (one or more presentations open) |
| Ctrl + F7 | Move command for edit window |
| Ctrl + F8 | Size command for edit |
| Ctrl + F10 | Maximize the edit window |
| Ctrl + F12 | Open |
| Ctrl + <drag guide> | Creates new guide |
| Ctrl + <resize> | Resize from center |
| Ctrl + <rotate> | Rotate from corner |
| Ctrl + <select and drag> | Creates duplicate object |
| Ctrl + = | Subscript formatting |
| Ctrl + Alt + click | Creates straight line while using Curve tool |
| Ctrl + Backspace | Delete one word to the left |
| Ctrl + Delete | Delete one word to the right |
| Ctrl + <down arrow> | Down one paragraph |
| Ctrl + <left arrow> | One word to the left |
| Ctrl + <right arrow> | One word to the right |
| Ctrl + <up arrow> | Up one paragraph |
| Ctrl + End | Move cursor to the end of a text box |
| Ctrl + Enter | Moves cursor to beginning of next object (adds a new slide if cursor is on last object in last slide) |
| Ctrl + Home | To the beginning of a text box |
| Ctrl + Space | Remove manual character formatting |

**Skimming the Cream
Off the Top**
<http://the-cream.blogspot.com>

| Key / Key Combo | Command |
|-----------------|--|
| Ctrl + A | Selects all slides (in slide sorter view) |
| Ctrl + A | Selects all text (in the outline pane) |
| Ctrl + A | Selects all objects (in the slide pane) |
| Ctrl + A | Displays mouse pointer and/or change the pointer to an arrow |
| Ctrl + B | Bold |
| Ctrl + C | Copy selected object |
| Ctrl + D | Duplicate slide |
| Ctrl + D | Duplicate object (move first object, then repeat to duplicate with same offset) |
| Ctrl + E | Center a paragraph |
| Ctrl + F | Find |
| Ctrl + G | Toggle guides on/off |
| Ctrl + H | Replace text in edit mode |
| Ctrl + H | Hide the pointer and control button in presentation mode |
| Ctrl + I | Italic |
| Ctrl + J | Justify a paragraph |
| Ctrl + K | Insert a hyperlink |
| Ctrl + L | Left align a paragraph |
| Ctrl + M | Insert a new slide |
| Ctrl + N | Create a new presentation |
| Ctrl + O | Open a presentation |
| Ctrl + P | Print a presentation |
| Ctrl + P | Display hidden pointer and/or change the pointer to a pen (in presentation mode) |
| Ctrl + R | Right align a paragraph |
| Ctrl + S | Save a presentation |
| Ctrl + T | Change the formatting of characters (Font command, Format menu) |
| Ctrl + U | Apply an underline |
| Ctrl + U | Hide the pointer and control button in 15 seconds (in presentation mode) |
| Ctrl + V | Paste cut or copied object |
| Ctrl + W | Close a presentation |
| Ctrl + X | Cut selected object |
| Ctrl + Y | Redo or repeat an action |
| Ctrl + Z | Undo the last action |

| Key / Key Combo | Command |
|------------------------------|--|
| Ctrl + Shift + <resize> | Resize from center while maintaining proportion |
| Ctrl + Shift + <rotate> | Rotate from corner in 15 degree increments |
| Ctrl + Shift + + | Superscript formatting |
| Ctrl + Shift + < | Decrease the font size |
| Ctrl + Shift + > | Increase the font size |
| Ctrl + Shift + C | Copy formats |
| Ctrl + Shift + F | Change the font |
| Ctrl + Shift + F6 | Move to the next edit window, reverse order (one or more presentations open) |
| Ctrl + Shift + F10 | Activate the menu bar |
| Ctrl + Shift + F12 | Open Print Dialog |
| Ctrl + Shift + G | Group selected objects |
| Ctrl + Shift + H | Ungroup selected object |
| Ctrl + Shift + J | Regroup objects |
| Ctrl + Shift + <left arrow> | To the beginning of a word |
| Ctrl + Shift + P | Change the font size |
| Ctrl + Shift + <right arrow> | To the end of a word |
| Ctrl + Shift + V | Paste formats |
| Ctrl + Shift + Z | Change text to default |
| Shift + <resize> | Resize while maintaining proportion |
| Shift + <rotate> | Rotate by 15 degree increments |
| Shift + <down arrow> | Select one line down |
| Shift + Enter | When a hyperlink is selected, equivalent to mouse-over |
| Shift + F1 | Start context-sensitive Help |
| Shift + F3 | Toggle case of letters (lower, initial cap, all caps) |
| Shift + F4 | Find next |
| Shift + F6 | Move to the previous pane in reverse |
| Shift + F10 (or right-click) | Display the shortcut menu |
| Shift + F12 | Save |
| Shift + <left arrow> | Select one character to the left |
| Shift + <right arrow> | Select one character to the right |
| Shift + Tab | Go to the last or previous hyperlink |
| Shift + <arrow> | Nudge object one pixel |
| Shift + <up arrow> | Select one line up |

PowerPoint Keyboard Shortcuts



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Windows XP Keyboard Shortcuts

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