

Microsoft PowerPoint Keyboard Shortcuts

Selecting text and PowerPoint objects:	
SHIFT+RIGHT ARROW	Moves cursor one character to the right.
SHIFT+LEFT ARROW	Moves cursor one character to the left.
CTRL+SHIFT+RIGHT ARROW	Moves cursor to the end of a word.
CTRL+SHIFT+LEFT ARROW	Moves cursor to the start of a word.
SHIFT+UP ARROW	Moves cursor one line up.
SHIFT+DOWN ARROW	Move cursor one line down.
ENTER	To enter text within an object.
CTRL+A in the slide pane	Selects all objects.
CTRL+A in the slide sorter view	Selects all slides.
CTRL+A in the outline pane	Selects all text.
Deleting text and PowerPoint objects:	
DELETE	Deletes one character to the right.
BACKSPACE	Deletes one character to the left.
CTRL+DELETE	Deletes one word to the right.
CTRL+BACKSPACE	Deletes one word to the left.
Copying text and PowerPoint objects:	
CTRL+C	Copies the selected text or object.
CTRL+X	Cuts the selected text or object.
CTRL+V	Pastes the selected text or object.
Text navigation:	
LEFT ARROW	Moves cursor one character to the left.
RIGHT ARROW	Moves cursor one character to the right.
UP ARROW	Moves cursor one character line up.
DOWN ARROW	Moves cursor one character line down.
END	Moves cursor to the end of the current line of text.
HOME	Moves cursor to the start of the current line of text.
CTRL+LEFT ARROW	Moves cursor one word to the left.
CTRL+RIGHT ARROW	Moves cursor one word to the right.
CTRL+UP ARROW	Moves cursor one paragraph up.
CTRL+DOWN ARROW	Moves cursor one paragraph down.
CTRL+END	Moves cursor to the end of the text box.
CTRL+HOME	Moves cursor to the start of the text box.
Aligning paragraphs:	
CTRL+E	Center a paragraph.
CTRL+R	Align paragraph to the right.
CTRL+L	Align paragraph to the left.
CTRL+J	Justify a paragraph.

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<i>Changing and resizing fonts:</i>	
CTRL+SHIFT+F	Change the font.
CTRL+SHIFT+P	Change the font size.
CTRL+SHIFT+>	Increase the font size.
CTRL+SHIFT+<	Decrease the font size.
<i>Copying and applying font character formats:</i>	
SHIFT+F3	Change the case of selected characters.
CTRL+B	Apply bold formatting.
CTRL+U	Apply an underline formatting.
CTRL+I	Apply italic formatting.
CTRL+SHIFT+PLUS SIGN	Apply superscript formatting.
CTRL+EQUAL SIGN	Apply subscript formatting.
CTRL+SHIFT+C	Copy text formatting.
CTRL+SHIFT+V	Paste and apply text formatting.
CTRL+SPACEBAR	Removes manual character formatting.
<i>Drawing and formatting:</i>	
CTRL+G	Show and Hide Guides.
CTRL+SHIFT+G	Group objects.
CTRL+SHIFT+H	Ungroup objects.
CTRL+SHIFT+J	Regroup objects.
SHIFT+Click Slide View Button	Switch from Normal View to Master View.
SHIFT+RESIZE	Resize and maintain proportions.
CTRL+RESIZE	Resize from center.
CTRL+SHIFT+RESIZE	Resize from center and maintain proportions.
SHIFT+ROTATE tool	Rotate in increments of 15 degrees.
CTRL+ROTATE tool	Rotate from corner.
SHIFT+CTRL+ROTATE tool	Rotate in increments of 15 degrees from corner.
SHIFT+RESIZE	Extend line along same angle and path.
CTRL+ALT+Click using curve tool	Makes a straight segment while using curve tool.
ARROW KEY	Moves object one grid unit in arrow direction.
CTRL+ARROW KEY	Moves object one pixel in arrow direction.
ALT	Releases guide snap temporarily.
CTRL+DRAG GUIDE	Creates multiple guides.

Microsoft PowerPoint Keyboard Shortcuts

Controlling slides in a slide show:	
NUMBER+ENTER	Go to slide number.
B	Toggle between black and active slide.
W	Toggle between white and active slide.
S	Stop or restart an automatic slide show.
ESC	End a slide show.
E	Erase screen annotations.
H	Go to next hidden slide.
T	Set new timings during rehearsal.
O	Use default timings during rehearsal.
M	Use mouse-click to advance during rehearsal.
CTRL+H	Hide the pointer and button.
CTRL+U	Hide the pointer and button after 15 seconds.
CTRL+P	Redisplay hidden pointer and change pointer to a pen.
CTRL+A	Redisplay hidden pointer and change pointer to an arrow.
TAB	Go to the first or next hyperlink on the slide.
SHIFT+TAB	Go to the last or previous hyperlink on the slide.
ENTER with hyperlink selected	Perform the mouse-click behavior of the hyperlink.
SHIFT+ENTER with hyperlink selected	Perform the mouse-over behavior of the hyperlink.
Working with slide and presentation files:	
CTRL+N	Begin a new presentation.
CTRL+O	Open existing presentation.
CTRL+M	Insert new slide.
SHIFT+CTRL+M	Insert new slide with properties of last inserted slide.
CTRL+D	Make a copy of the selected slide.
CTRL+F	Find in presentation.
CTRL+H	Replace in presentation.
CTRL+K	Insert a hyperlink.
F7	Check spelling.
CTRL+Z	Undo an action.
CTRL+Y	Redo or repeat action.
F5	Run the presentation.
CTRL+P	Print presentation.
CTRL+S	Save current presentation.
F12	Save As current presentation.
CTRL+Q	Close and quit current presentation.
F6	Move clockwise to the next pane.
SHIFT+F6	Move counterclockwise to the next pane.

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The Function Keys:	
F1	Display help or the Office assistant.
SHIFT+F1	Start context-sensitive help.
F2	Select the text, or text within a text box.
ALT+F2	Save As.
SHIFT+F3	Change the case of selected characters.
F4	Repeat the last action.
SHIFT+F4	Repeat the last Find action to Find next.
CTRL+F4	Close current presentation.
ALT+F4	Quit PowerPoint.
F5	Launch the current presentation slide show.
CTRL+F5	Restore the default presentation window size.
ALT+F5	Restore the default PowerPoint application size.
F6	Move clockwise to the next pane.
SHIFT+F6	Move counterclockwise to the next pane.
CTRL+F6	Move clockwise to the next presentation.
CTRL+SHIFT+F6	Move counterclockwise to the next presentation.
F7	Run the spell checker.
ALT+F7	Next misspelling with automatic spell checking enabled.
CTRL+F7	Execute the Move command.
CTRL+F8	Execute the Size command.
F10	Activate the main menu bar.
CTRL+F10	Maximize the presentation window.
ALT+F10	Maximize the PowerPoint application size.
CTRL+SHIFT+F10	Activate the menu bar.
ALT+F11	Display Visual Basic code of the presentation.
F12	Execute Save As command.
SHIFT+F12	Execute Save command.
CTRL+F12	Execute Open command.
CTRL+SHIFT+F12	Execute Print command.