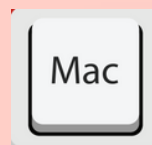


# 80 POWERPOINT SHORTCUTS



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## PowerPoint Shortcuts for Windows & Mac

PowerPoint Shortcuts Function



### PowerPoint Basics

Open a new presentation		
Open an existing presentation		
Close a presentation		
Quit PowerPoint		
Save a presentation		
Print a presentation		
Undo		
Re-do		
Save "as"		



## Selection

Extend selection one character left	Shift + ←	shift + ←
Extend selection one character right	Shift + →	shift + →
Extend selection one word left	Ctrl + Shift + ←	shi + alt + ←
Extend selection one word right	Ctrl + Shift + →	shi + alt + →
Extend selection to end of line	Shift + End	⌘ + shift + →
Extend selection to beginning of line	Shift + Home	⌘ + shift + ←
Extend selection one line down	Shift + ↓	shift + ↓
Extend selection one line up	Shift + ↑	shift + ↑
Extend selection to the end of a paragraph	Ctrl + Shift + ↓	⌘ + shift + ↓
Select the entire textbox	Ctrl + A	⌘ + A
Extend selection to the beginning of a paragraph	Ctrl + Shift + ↑	⌘ + shift + ↑
Extend selection to the end of a text box	Ctrl + Shift + End	⌘ + shift + →
Extend selection to the beginning of a text box	Ctrl + Shift + Home	⌘ + shift + ←



## Copy and Paste

Copy text or graphics	
Undo copy text or graphics / Cut text or graphics	
Paste clipboard	
Copy formatting	
Paste formatting	
Copy animation painter	N/A
Paste animation painter	N/A



## The Ribbon

Toggle the ribbon	
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## Moving in Test Boxes

Move one word left		
Move one word right		
Move one paragraph up		
Move one paragraph down		
Move to the end of a line		
Move to the beginning of a line		



## Moving Between Slides

Move to the next slide		
Move to the previous slide		
Move to the last slide		
Move to the first slide		





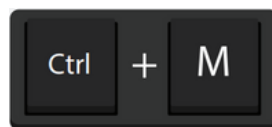
## Formatting Text

Increase font size	Ctrl + Shift + >	⌘ + shift + >
Decrease font size	Ctrl + Shift + <	⌘ + shift + <
Toggle bold	Ctrl + B	⌘ + B
Toggle italics	Ctrl + I	⌘ + I
Toggle underline	Ctrl + U	⌘ + U
Apply subscript format	Ctrl + =	⌘ + shift + -
Apply superscript format	Ctrl + Shift + +	⌘ + shift + +
Change letter case	Ctrl + F3	fn + shift + F3
Center text selection	Ctrl + E	⌘ + E
Left-align text selection	Ctrl + L	⌘ + L
Right-align text selection	Ctrl + R	⌘ + R
Open formatting menu	Ctrl + T	⌘ + T



## Inserts

Insert a new slide



PowerPoint Shortcuts Function

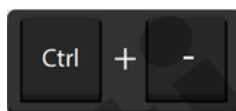


## View and Zoom

Zoom in

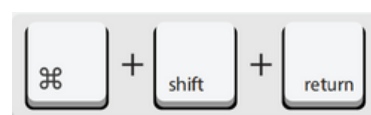


Zoom out

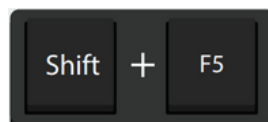


## Presenting

Play Slide Show from first slide



Play Slide Show from current slide



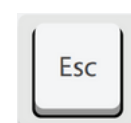
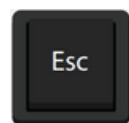
Perform the next animation



Perform the previous animation



End a Slide Show





## Objects-Movement and Selection

Select the next object		
Select the previous object		
Select all objects		
Group selected objects		
Ungroup selected objects		
PowerPoint Shortcuts Function		



## Symbols

Insert hyperlink		
Insert copyright symbol	Insert > Symbols > Type (c)	
Insert trademark symbol	Insert > Symbols > Type (tm)	
Insert registered trademark symbol	Insert > Symbols > Type (r)	





## Objects-Formatting

Increase text box width	Shift + →	shift + →
Increase text box height	Shift + ↑	shift + ↑
Decrease text box width	Shift + ←	shift + ←
Decrease text box height	Shift + ↓	shift + ↓
Increase object size	Shift + (→ or ↑)	shift + (→ or ↑)
Decrease object size	Shift + (← or ↓)	shift + (← or ↓)
Rotate objects clockwise	Alt + →	alt option + →
Rotate objects counterclockwise	Alt + ←	alt option + ←
Duplicate selected objects	Ctrl + D	⌘ + D



## Deletion

Delete one character left	Back Space	delete
Delete one character right	Delete	fn + delete

