



Frequently Used

Key	Function to
F1	Open Help
F3	Find Item
F7	Spell check
esc	Close Window or Menu
ctrl + A	Select all
ctrl + Z	Undo previous action
ctrl + Y	Redo action
ctrl + C	Copy
ctrl + V	Paste
ctrl + P	Print
ctrl + N	New Presentation
ctrl + H	Find and Replace
ctrl + S	Save Presentation
ctrl + O	Open Presentation
ctrl + W	Close Presentation
ctrl + K	Insert Hyperlink

Ribbon

Key	Function to
alt + H	Open Home tab
alt + F	Open File menu
alt + Q	Move to Tell me or Search
alt + N	Open Insert tab
alt + G	Open Design tab
alt + K	Open Transition tab
ctrl + S	Open Slideshow tab
alt + J	Open Draw tab
alt + R	Open Review tab
alt + W	Open View tab
alt + C	Open Recording tab
ctrl + F1	Expand/Collapse ribbon
shift + F10	Open Context menu

Navigation

Key	Function to
ctrl + F6	Switch Presentation
ctrl + shift + F6	Switch from old Presentation
ctrl + tab	Switch from open Presentation
shift + F6	Switch Panes
ctrl + shift + tab	Switch Views
ctrl + ←	Move Cursor one word left
ctrl + →	Move Cursor one word right
ctrl + ↑	Move Cursor up a paragraph
ctrl + ↓	Move Cursor down a paragraph
ctrl + home	Move Cursor to beginning of Line
ctrl + end	Move Cursor to end of Line
alt + F10	Open Selection Pane
alt + F9	Show Gridlines
alt + shift + F9	Hide Gridlines
ctrl + F9	Show Ruler
ctrl + shift + F9	Hide Ruler
shift + F7	Open the Thesaurus

Slide Show

Key	Function to	Key	Function to	Key	Function to
F5	Start Slideshow	B	Toggle Screen black	ctrl + L	Activate Laser pointer
shift + F5	Resume Slideshow	W	Toggle Screen white	ctrl + I	Activate Highlighter
ctrl + F5	Present Online	N	Next Slide	ctrl + H	Hide Cursor
alt + F5	Start Slideshow in Presenter mode	P	Previous Slide	ctrl + P	Change arrow to Pen
esc	End Slideshow	H	Next hidden Slide	ctrl + A	Change pen to Arrow
page up	Go to next Slide	S	Pause Slide show	ctrl + M	Show/Hide Ink
page down	Go to previous Slide				
home	Go to first Slide				
end	Go to last Slide				
No. + enter	Jump to Slide number				



Format & Edit Text

Key	Function to	Key	Function to	Key	Function to
ctrl + T	Display the Font Dialog box	ctrl + D	Duplicate Object	alt + N + X	Insert a Text box
shift + F3	Change sentence Case	ctrl + shift + D	Duplicate a Slide	alt + N + J	Insert File as an object
shift + space	Remove all Formatting	ctrl + shift + >	Increase Font size	alt + N + W	Insert Wordart
ctrl + A	Select all Text/Items	ctrl + shift + <	Decrease Font size	alt + N + L	Insert Comment
ctrl + B	Make selected Text bold	ctrl + L	Align Paragraph to the left	alt + N + C	Insert Chart
ctrl + I	Italicize selected Text	ctrl + R	Align Paragraph to the right	alt + N + T	Insert Table
ctrl + U	Underline selected Text	ctrl + E	Center Text	alt + N + P	Insert Picture
ctrl + shift + =	Superscript Text	ctrl + J	Justify Text	alt + N + F	Insert Online Pictures
ctrl + =	Subscript Text	ctrl + [Increase Font size by 1	alt + N + M	Insert SmartArt
ctrl + backspace	Delete one Word to the left	ctrl +]	Decrease Font size by 1	alt + N + D	Insert Date/Time
ctrl + del	Delete one Word to the right	ctrl + G	Group Object	alt + N + E	Insert Equation
ctrl + shift + C	Copy selected Formatting	ctrl + shift + G	Ungroup Object	alt + N + U	Insert Symbol
ctrl + shift + V	Paste selected Formatting			alt + N + V	Insert Video
shift + enter	Line break without starting new paragraph			alt + N + O	Insert Audio
				alt + N + H	Open Header/Footer dialog

Objects

Key	Function to
ctrl + ↑	Move Object up
ctrl + ↓	Move Object down
ctrl + shift + ↑	Grow an Object
ctrl + shift + ↓	Shrink an Object
alt + →	Rotate Object right by 15°
alt + ←	Rotate Object left by 15°
ctrl + alt + →	Rotate Object right by 1°
ctrl + alt + ←	Rotate Object left by 1°

Video & Audio

Key	Function to
alt + P	Play/Pause selected Media
alt + Q	Stop selected Media
alt + U	Mute/Unmute selected Media
alt + ↑	Raise volume of selected Media
alt + ↓	Lower volume of selected Media
alt + shift + →	Fast forward selected Media
alt + shift + ←	Rewind selected Media