The Software Pro®

PowerPoint Keyboard Shortcuts

Helpful Shortcut Keys

To	Press
Save a presentation	CTRL+S
Print a presentation	CTRL+P
Open a presentation	CTRL+O
Create a new presentation	CTRL+N
New slide	CTRL+M
Duplicate	CTRL+D
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo (last action)	CTRL+Z
Redo (last action)/repeat	CTRL+Y or F4
Select all	CTRL+A
Close active presentation	CTRL+W or CTRL+F4
Close PowerPoint	CTRL+Q or ALT+F4 *

Moving In a Presentation

To Move	Press
First slide	CTRL+HOME
Last slide	CTRL+END
Next slide (depending on Zoom)	PAGE DOWN
Previous slide (depending on Zoom)	PAGE UP
Move from pane to pane	F6

Moving Around In Text

To Move	Press
One character to the left	←
One character to the right	→
One line up	↑
One line down	↓
One word to the left	CTRL+←
One word to the right	CTRL+→
To the end of a line	END
To the beginning of a line	HOME
Up one paragraph	CTRL+↑
Down one paragraph	CTRL+↓
To the end of a text box	CTRL+END
To the beginning of a text box	CTRL+HOME
To the next title or body text placeholder	CTRL+ENTER
Find	CTRL+F or F4
To repeat the last Find action	SHIFT+F4

Formatting In a Presentation

To Format	Press
Align left	CTRL+L
Align right	CTRL+R
Center	CTRL+E
Bold text	CTRL+B
Insert hyperlink	CTRL+K

Creating and Selecting Text and Objects

To	Press
Draw a perfect shape (constrain)	Hold SHIFT while dragging/drawing
Show/Hide ruler	SHIFT+ALT+F9
Show/Hide gridlines	SHIFT+F9
Show/Hide guides	ALT+F9 *
Select one character to the right	SHIFT+→
Select one character to the left	SHIFT+←
Select to the end of a word	CTRL+SHIFT+→
Select to the beginning of a word	CTRL+SHIFT+←
Select one line up	SHIFT+↑
Select one line down	SHIFT+↓
Select multiple objects	Hold SHIFT and click
Select an object	TAB or SHIFT+TAB until the object you want is selected
Select all objects (slide view)	CTRL+A
Select all slides (slide sorter view)	CTRL+A
Select all text (outline view)	CTRL+A

Deleting and Copying Text and Objects

To	Press
Copy a shape	CTRL+D or hold CTRL while dragging the shape
Copy a shape and align with original	Hold CTRL+SHIFT while dragging
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected object	CTRL+X
Copy selected object	CTRL+C
Paste cut or copied object	CTRL+V
Undo the last action	CTRL+Z

Working In an Outline

To	Press
Switch between Outline and Slides pane in Normal View	CTRL+SHIFT+TAB
Promote a paragraph	SHIFT+TAB
Demote a paragraph	TAB
Move selected paragraphs up	ALT+SHIFT+↑ *
Move selected paragraphs down	ALT+SHIFT+↓ *
Show heading level 1	ALT+SHIFT+1 *
Expand text below a heading	ALT+SHIFT+PLUS *
Collapse text below a heading	ALT+SHIFT+MINUS *
Show all text or headings	ALT+SHIFT+A *

TIP: * You can use these same keys in the slide view to promote and demote paragraphs and to move selected paragraphs up and down.

PowerPoint Keyboard Shortcuts for Slide Show Presentations

Running & Navigating

To Do	Press
Run a slide show from beginning	F5
Run a slide show from current slide	SHIFT+F5
Run a slide show with Presenter View	ALT+F5 *
Advance to the next slide	→, ↓, N, ENTER, SPACEBAR, PAGE DOWN (or click the left mouse)
Return to the previous slide	←, ↑, P, BACKSPACE, PAGE UP
Go to slide <number>	<number>+ENTER
Return to the first slide	HOME or 1+ENTER or press both mouse buttons for 2 seconds
Go to last slide	END
Open the Slide Selector	CTRL+S
See all slides	G
Stop or restart an automatic slide show	S
End a slide show	ESC, HYPHEN, or CTRL+BREAK
Go to next hidden slide	H

Displaying & Annotating

To Move	Press
Display a black screen, or return to the slide show from a black screen	B or PERIOD *(press any key to return to the slide show)*
Display a white screen, or return to the slide show from a white screen	W or COMMA *(press any key to return to the slide show)*
Change the pointer to pen	CTRL+P
Change the pointer to arrow	CTRL+A or CTRL+U
Change the pointer to eraser	CTRL+E
Change the pointer to highlighter	CTRL+I
Erase on-screen ink markups/drawings	E
Change to laser pointer	CTRL+L or CTRL+click (and hold)
Show/hide ink markups	CTRL+M
Hide the pointer and navigation buttons	CTRL+H
Zoom in on a slide	+ (plus)
Zoom out/display slide navigator	- (minus)
Turn subtitles on/off	J

Presenter View

To Format	Press
Start Presenter View (even with single display)	ALT+F5
Cycle between regions	F6
Cycle through tools	TAB
Read the elapsed time	ALT+W
Down one screen in Notes pane	CTRL+PAGE DOWN
Up one screen in Notes pane	CTRL+PAGE UP
Read the next line in Notes pane	ALT+A
Read the previous line in Notes pane	ALT+Z

Rehearsing

To Format	Press
Set new timings while rehearsing	T
Re-record slide narration and timing	R

Working with Hyperlinks

To Select	Press
Next hyperlink on slide	TAB
Previous hyperlink	SHIFT+TAB
Run selected hyperlink	ENTER (while hyperlink is selected)
Run mouse-over behavior of selected hyperlink	SHIFT+ENTER (while hyperlink is selected)

Working with Media

To	Press
Media: Play/pause	ALT+P *
Media: Stop playback	ALT+Q *
Media: Volume down/up	ALT+DOWN * or ALT+UP *
Media: Skip backward/forward	ALT+SHIFT+LEFT * or ALT+SHIFT+RIGHT *
Media: Mute/unmute	ALT+U *

Getting Help

To	Press
Help during slide show	F1
View task bar	CTRL+T
Display the shortcut menu	SHIFT+F10 (or right-click)

* As the ALT key is also used to access the PowerPoint Ribbon, these shortcuts work best when the keys are pressed simultaneously.

Some shortcuts may not be supported in earlier versions of PowerPoint.

Find more PowerPoint Tips & Tricks at:

TheSoftwarePro.com/PowerPoint