**Essential PowerPoint Shortcuts**

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| **A)** | **Shortcuts** | **What it does** |
| 1 | <SHIFT> <CTRL> pressed & drag objects | Create replicas with alignment |
| 2 | CTRL + Y / F4 | Repeat last action |
| 3 | <CTRL> pressed & drag objects | Create replicas |
| 4 | CTRL + G & CTRL + SHIFT + G | Group and Ungroup selected Objects |
| 5 | Keep <SHIFT> pressed and draw/resize Shapes | Symmetrical drawing/resizing |
| 6 | ALT ←→ | Rotate in 15° increments |
| 7 | CTRL D | Creates a duplicate of the selected Object |
| 8 | SHIFT ←→↑↓ | Resize |
| 9 | ALT, E, S | Paste Special |
| 10 | CTRL + SHIFT + C | Copy format (text, shapes) |
| 11 | CTRL + SHIFT + V | Pastes copied format (text, shapes) |

\* Objects: Pictures, Shapes, Table, Charts

**Notes:**

* Ungroup SmartArts: CTRL + SHIFT + G twice
* De-assemble Charts & Tables: Cut – Paste Special (Enhanced Metafile) – CTRL + SHIFT + G twice
* Convert Symbols to editable icons: Superimpose a shape on a Text Box (fresh) with symbols – Merge (Fragment)
* Others: Lock Drawing Mode (Shapes), Replace Font

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| **B)** | **Slideshow Shortcuts** | **What it does** |
| 1 | <F5> | Begin SlideShow from the first slide |
| 2 | <Shift+F5> | Begin SlideShow from current slide |
| 3 | <B> during the Presentation | Blank Black slide |
| 4 | <W> during the Presentation | Blank White slide |
| 5 | Number# and <Enter> during the Presentation | Takes you to Slide No.# |

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| **Essential Word Shortcuts** | | |
| 1 | Ctrl + ] | Increase font size by 1 pt |
| 2 | Ctrl + [ | Decrease font size by 1 pt |
| 3 | Ctrl + R | Align paragraph: Right |
| 4 | Ctrl + L | Align paragraph: Left |
| 5 | Ctrl + J | Align paragraph: Justify |
| 6 | Ctrl + E | Align paragraph: Centre |
| 7 | Ctrl + Shift + C | Copy format (text, shapes) |
| 8 | Ctrl + Shift + V | Pastes copied format (text, shapes) |
| 9 | Ctrl + Shift + Space | Non breaking space (nbsp) to keep phrases together in same line. E.g. IND AS |
| 10 | Ctrl + Shift + Enter | Helps break a table in to two distinct tables if the cursor is inside a table cell |
| 11 | Ctrl + Enter | Page break |
| 12 | Ctrl + Space | Clear text-level Format |
| 13 | Ctrl + Q | Clear Paragraph-level Format |
| 14 | Ctrl + Shift + L | Bullet Points |
| 15 | Ctrl + Shift + N | Normal Format |
| 16 | Shift + F3 | Toggle between cases (Upper, Lower, Sentence) |
| 17 | Ctrl + M | Increase Indent |
| 18 | Ctrl + Shift + M | Decrease Indent |
| 19 | Ctrl + Backspace | Delete one word to the left |
| 20 | Ctrl + Delete | Delete one word to the right |
| 21 | Ctrl + W | Close the active document |
| 22 | Ctrl + O | Open a document |
| 23 | Ctrl + F2 | Print Preview |
| 24 | Ctrl + H | Find and Replace (“More” > “Special” > “Paragraph mark”) – often used in cleaning the text copied from a PDF file. It helps automate repeated use of “Del” & “Space” |
| 25 | Ctrl + H | Find and Replace (“More” > “Special” > Any digit, Any letter) |

**Other useful tricks:**

* **QUICK PARTS** (under “Insert” tab) – Helps create, store, and find reusable pieces of content. E.g. Disclaimer, Signature
* **STYLES** (under “Home” tab) – Helps define the “Style” of text such as heading 1, Heading 2 etc. Defining the “Styles” helps in making “**TABLE OF CONTENTS**” (under “References “ tab)
* **SYMBOL** (under “Insert” tab) – Wingdings, Webdings. Often used inside Table cells
* Activate **CLIPBOARD** – small button under Format Painter