

SHORTCUT (WINDOWS)	SHORTCUT (MAC)	ACTION
COMMON SHORTCUTS		
Ctrl + M	Ctrl + M	New slide
Ctrl + D	⌘ + D	Duplicate slide
Ctrl + Z	⌘ + Z	Undo
Ctrl + Y	⌘ + Y	Redo
Ctrl + C	⌘ + C	Copy
Ctrl + X	⌘ + X	Cut
Ctrl + V	⌘ + V	Paste
Ctrl + Alt + C	⌘ + Option + C	Copy selected section formatting
Ctrl + Alt + V	⌘ + Option + V	Paste selected section formatting
Ctrl + K	⌘ + K	Insert/edit link
Alt + Enter	Option + Enter	Open link
Ctrl + A	⌘ + A	Select all
Ctrl + Shift + A	⌘ + Shift + A	Select none
Ctrl + F	⌘ + F	Find
Ctrl + H	⌘ + Shift + H	Find and replace
Ctrl + G	⌘ + G	Find again
Ctrl + Shift + G	⌘ + Shift + G	Find previous
Ctrl + O	⌘ + O	Open
Ctrl + P	⌘ + P	Print
Ctrl + /	⌘ + /	Show shortcuts
Alt + /	Option + /	Search menu
Ctrl + Shift + F	Ctrl + Shift + F	Hide/show menus
Ctrl + Shift + C	⌘ + Shift + C	Turn on captions during presentation
FILM STRIP		
Up arrow	Up arrow	Previous slide
Down arrow	Down arrow	Next slide
Home	Fn + Left arrow	First slide
End	Fn + Right arrow	Last slide
Ctrl + Up arrow	⌘ + Up arrow	Move slide up
Ctrl + Down arrow	⌘ + Down arrow	Move slide down
Ctrl + Shift + Up arrow	⌘ + Shift + Up arrow	Move slide to beginning
Ctrl + Shift + Down arrow	⌘ + Shift + Down arrow	Move slide to end
Shift + Up Arrow	Shift + Up arrow	Select previous slide
Shift + Down arrow	Shift + Down arrow	Select next slide
Shift + Home	Shift + Fn + Left arrow	Select first slide
Shift + End	Shift + Fn + Right arrow	Select last slide
NAVIGATION		
Ctrl + Alt and +	⌘ + Option + Plus	Zoom in
Ctrl + Alt and -	⌘ + Option + Minus	Zoom out
Ctrl + Alt + Shift + F	⌘ + Option + Shift + F	Move to filmstrip
Ctrl + Alt + Shift + C	⌘ + Option + Shift + C	Move to canvas
Ctrl + Alt + Shift + S	⌘ + Option + Shift + S	Open speaker notes panel

Ctrl + Alt + Shift + P	⌘ + Option + Shift + P	Change to HTML view of presentation
Ctrl + Alt + Shift + B	⌘ + Option + Shift + B	Open animations panel
Enter	Enter	Continue in animation preview
Ctrl + Alt + Shift + I	⌘ + Option + Shift + I	Open Explore
Ctrl + Alt + .	⌘ + Option + .	Go to side panel
Ctrl + Shift + Y	N/A	Open dictionary
Ctrl + Alt + Shift + H	⌘ + Option + Shift + H	Open revision history panel
Hold Ctrl + Alt, E, P	Hold Ctrl + ⌘, E, P	Open cell border selection (for tables)
Enter	Enter	Play the selected video
Ctrl + F5	⌘ + Enter	Present slides
Esc	Esc	Exit the current mode

MENUS		
Ctrl + Shift + X	⌘ + Shift + \	Context menu
Alt + Shift + F	Ctrl + Option + F	File menu
Alt + Shift + E	Ctrl + Option + E	Edit menu
Alt + Shift + V	Ctrl + Option + V	View menu
Alt + Shift + I	Ctrl + Option + I	Insert menu
Alt + Shift + O	Ctrl + Option + O	Format menu
Alt + Shift + T	Ctrl + Option + T	Tools menu
Alt + Shift + H	Ctrl + Option + H	Help menu
Alt + Shift + A	N/A	Accessibility menu
Ctrl + Alt + Shift + K	⌘ + Option + Shift + L	Input tools menu
Ctrl + Shift + K	⌘ + Shift + K	Toggle input controls

COMMENTS		
Ctrl + Alt + M	⌘ + Option + M	Insert comment
Ctrl + Enter	Ctrl + Enter	Enter current comment
J	J	Next comment
K	K	Previous comment
R	R	Reply to comment
E	E	Resolve comment
Ctrl + Alt + Shift + A	⌘ + Option + Shift + A	Open comment discussion thread

PRESENTING		
Esc	Esc	Stop presenting
Right arrow	Right arrow	Next
Left arrow	Left arrow	Previous
Number, Enter	Number, Enter	Specific slide
Home	Home	First slide
End	End	Last slide
S	S	Open speaker notes
A	A	Open audience tools
L	L	Toggle laser pointer
Ctrl + Shift + C	⌘ + Shift + C	Toggle captions
F11	⌘ + Shift + F	Toggle full screen
B	B	Show a blank black slide
W	W	Show a blank white slide