



PowerPoint Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	New presentation	Ctrl + N	Most used PowerPoint Shortcuts
2	New Slide	Ctrl + M	Most used PowerPoint Shortcuts
3	Open existing presentation	Ctrl + O	Most used PowerPoint Shortcuts
4	Save Presentation	Ctrl + S	Most used PowerPoint Shortcuts
5	Copy Text and Image	Ctrl + C	Most used PowerPoint Shortcuts
6	Paste Text and Image	Ctrl + V	Most used PowerPoint Shortcuts
7	Cut text and Image	Ctrl + X	Most used PowerPoint Shortcuts
8	Undo changes in presentation	Ctrl + Z	Most used PowerPoint Shortcuts
9	Redo operation	Ctrl + Y	Most used PowerPoint Shortcuts
10	Copy formatting of selecting a shape	Ctrl + Shift + C	Most used PowerPoint Shortcuts
11	Paste formatting only to another shape	Alt + Shift + V	Most used PowerPoint Shortcuts
12	Select all	Ctrl + A	Most used PowerPoint Shortcuts
13	Print Presentation	Ctrl + P	Most used PowerPoint Shortcuts
14	Rename the file	F2	Most used PowerPoint Shortcuts
15	Slideshow of presentation	F5	Most used PowerPoint Shortcuts
16	Exit	Alt + F4	Most used PowerPoint Shortcuts
17	Zoom	Alt + W	Most used PowerPoint Shortcuts
18	Group items	Ctrl + G	Most used PowerPoint Shortcuts
19	Ungroup items	Ctrl + Shift + G	Most used PowerPoint Shortcuts
20	Right Align selected Text	Ctrl + R	Edit Text Shortcuts
21	Left Align selected Text	Ctrl + L	Edit Text Shortcuts
22	Align center selected phrase	Ctrl + E	Edit Text Shortcuts
23	Justify selected phrase	Ctrl + J	Edit Text Shortcuts
24	Bold text	Ctrl + B	Edit Text Shortcuts
25	Underline text	Ctrl + U	Edit Text Shortcuts
26	Italic text	Ctrl + I	Edit Text Shortcuts
27	Remove one character from one side	Delete	Edit Text Shortcuts
28	Insert Hyperlink	Ctrl + K	Edit Text Shortcuts
29	Find particular text	Ctrl + F	Edit Text Shortcuts
30	Replace particular text	Ctrl + H	Edit Text Shortcuts
31	Normal and Plain Text	Ctrl + Shift + Z	Edit Text Shortcuts
32	Toggle cases	Shift + F3	Edit Text Shortcuts
33	Spelling checker	F7	Edit Text Shortcuts
34	Change font style	Ctrl + Shift + F	Edit Text Shortcuts
35	Increase font style	Ctrl + Shift + >	Edit Text Shortcuts
36	Decrease font style	Ctrl + Shift + <	Edit Text Shortcuts
37	Superscript	Alt + Ctrl + Shift + >	Edit Text Shortcuts
38	Subscript	Alt + Ctrl + Shift + <	Edit Text Shortcuts
39	Create a copy of selected text	Ctrl + Drag	Edit Text Shortcuts
40	Delete word from left	Ctrl + Backspace	Edit Text Shortcuts
41	Delete word from Right	Ctrl + Delete	Edit Text Shortcuts
42	Duplicate Slide	Ctrl + D	Edit Text Shortcuts
43	Change font size	Alt + H, F, S	Edit Text Shortcuts
44	Open font dialog box	Ctrl + T	Edit Text Shortcuts
45	Change cases	Shift + F3	Edit Text Shortcuts
46	Insert Comment	Ctrl + N	Edit Text Shortcuts
47	Replay to Comment	Ctrl + R	Edit Text Shortcuts
48	Home Tab	Alt + H	Tab Selection Shortcuts
49	File Tab	Alt + F	Tab Selection Shortcuts
50	Insert Tab	Alt + N	Tab Selection Shortcuts
51	Transition Tab	Alt + T	Tab Selection Shortcuts
52	Animation Tab	Alt + A	Tab Selection Shortcuts
53	Slideshow Tab	Alt + S	Tab Selection Shortcuts
54	Review Tab	Alt + R	Tab Selection Shortcuts
55	Design Tab	Alt + G	Tab Selection Shortcuts



No.	Action	Windows Shortcuts	Section
56	To search item	Alt + Q	Tab Selection Shortcuts
57	View Tab	Alt + W	Tab Selection Shortcuts
58	Move operations	Arrow keys	Navigation Shortcuts
59	End of line	End	Navigation Shortcuts
60	Starting of line	Home	Navigation Shortcuts
61	A phrase or paragraph up	Ctrl + Up Arrow key	Navigation Shortcuts
62	A phrase or paragraph down	Ctrl + Down Arrow key	Navigation Shortcuts
63	End of text block	Ctrl + End	Navigation Shortcuts
64	Beginning of text block	Ctrl + Home	Navigation Shortcuts
65	To the next object	Shift + Tab	Navigation Shortcuts
66	To the previous object	Tab	Navigation Shortcuts
67	Next slide	Page Down key	Navigation Shortcuts
68	Previous slide	Page Up key	Navigation Shortcuts
69	Focus to a different pane	F6	Navigation Shortcuts
70	Collapse and expand the ribbon	Ctrl + F1	Navigation Shortcuts
71	Move anticlockwise among pane	Shift + F6	Navigation Shortcuts
72	Switch thumbnail view pane	Ctrl + Shift + Tab	Navigation Shortcuts
73	Highlight and Promote paragraph	Alt + Shift + Left Arrow key	Outlining Views Shortcuts
74	Highlight and Demote paragraph	Alt + Shift + Right Arrow key	Outlining Views Shortcuts
75	Move up paragraph	Alt + Shift + Up Arrow key	Outlining Views Shortcuts
76	Move down paragraph	Alt + Shift + Down Arrow key	Outlining Views Shortcuts
77	Show all texts	Alt + Shift + A	Outlining Views Shortcuts
78	Collapse text under the heading	Alt + Shift + -	Outlining Views Shortcuts
79	Expand text	Alt + Shift + +	Outlining Views Shortcuts
80	Collapse titles	Alt + Shift + 1	Outlining Views Shortcuts
81	Move from title to text	Ctrl + Enter	Outlining Views Shortcuts
82	Select Word	Double Click	Outlining Views Shortcuts
83	Select Paragraph	Triple Click	Outlining Views Shortcuts
84	Next window	Ctrl + F6	Presentation Windows Shortcuts
85	Previous window	Ctrl + Shift + F6	Presentation Windows Shortcuts
86	Maximize window	Alt + F10	Presentation Windows Shortcuts
87	Unmaximize window	Alt + F5	Presentation Windows Shortcuts
88	Restore window to the previous size	Ctrl + F5	Presentation Windows Shortcuts
89	Slideshow	F5	Presentation Windows Shortcuts
90	Display context menu	Shift + F10	Presentation Windows Shortcuts
91	Go to Slide number	Slide Number + Enter	Presentation Windows Shortcuts

[learn more keyboard shortcuts at https://tutorialtactic.com/](https://tutorialtactic.com/)