



My MVP shortcuts:

Group	Ctrl + G
Un-group	Ctrl + Shift + G
Duplicate objects	Ctrl + D
Copy Item	Ctrl + C
Paste Item	Ctrl + V
Add new slide	Ctrl + M
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Select all objects	Ctrl + A

Text & alignment (once you select it):

Center	Ctrl + E
Justify	Ctrl + J
Left align	Ctrl + L
Right align	Ctrl + R
Insert hyperlink	Ctrl + K
Bold , <i>Italic</i> , <u>Underline</u>	Ctrl + B / I / U
Make text smaller/bigger	Ctrl + Shift + < / >
Copy/paste formatting	Ctrl + Shift + C / V
Copy/paste animations	Alt + Shift + C / V

Workflow Ninja: Drag Click Hold

Ctrl	+		Zooms the entire canvas
Shift	+		Add to existing selection

When creating shapes:

Ctrl	Create from center point
Shift	Keep original proportions
Alt	De-activate Smart Guides

When clicking down and moving an object:

Ctrl	Duplicate
Shift	Move in straight line
Alt	De-activate Smart Guides

During presentation:

Start presentation	F5
Start from current slide	Shift + F5
Next slide	PgDown or N
Previous slide	PgUp or P
Laser Pointer	Ctrl + L
Jump to slide	Type slide number + Enter
Zoom In	Ctrl + or +
Slide selector	Ctrl + or -
Turn screen black	B
End slide show	Esc