Description	ShortCut Keys	Action
General Shortcuts:	Ctrl + N (Windows) / Command + N (Mac)	New presentation
General Shortcuts:	Ctrl + O (Windows) / Command + O (Mac)	Open presentation
General Shortcuts:	Ctrl + S (Windows) / Command + S (Mac)	Save presentation
General Shortcuts:	Ctrl + P (Windows) / Command + P (Mac)	Print presentation
General Shortcuts:	Ctrl + C (Windows) / Command + C (Mac)	Copy
General Shortcuts:	Ctrl + X (Windows) / Command + X (Mac)	Cut
General Shortcuts:	Ctrl + V (Windows) / Command + V (Mac)	Paste
General Shortcuts:	Ctrl + Z (Windows) / Command + Z (Mac)	Undo
General Shortcuts:	Ctrl + Y (Windows) / Command + Y (Mac)	Redo
General Shortcuts:	Ctrl + A (Windows) / Command + A (Mac)	Select all
General Shortcuts:	Ctrl + F (Windows) / Command + F (Mac)	Find
General Shortcuts:	Ctrl + H (Windows) / Command + H (Mac)	Replace
General Shortcuts:	Ctrl + M (Windows) / Command + M (Mac)	New slide
General Shortcuts:	Ctrl + D (Windows) / Command + D (Mac)	Duplicate slide
General Shortcuts:	Ctrl + Enter (Windows) / Command + Enter (Mac)	Start a new line within a text box
Slide Navigation:	Ctrl + ↑ (Windows) / Command + ↑ (Mac)	Move to the above slide
Slide Navigation:	Ctrl + ↓ (Windows) / Command + ↓ (Mac)	Move to the below slide
Slide Navigation:	Ctrl + Home (Windows) / Command + Home (Mac)	Go to the first slide
Slide Navigation:	Ctrl + End (Windows) / Command + End (Mac)	Go to the last slide
Slide Navigation:	Slide Number + Enter	Go to a specific slide
Text Formatting:	Ctrl + B (Windows) / Command + B (Mac)	Bold
Text Formatting:	Ctrl + I (Windows) / Command + I (Mac)	Italic
Text Formatting:	Ctrl + U (Windows) / Command + U (Mac)	Underline
Text Formatting:	Ctrl + [(Windows) / Command + [(Mac)	Decrease font size
Text Formatting:	Ctrl +] (Windows) / Command +] (Mac)	Increase font size
Text Formatting:	Ctrl + E (Windows) / Command + E (Mac)	Center text
Text Formatting:	Ctrl + L (Windows) / Command + L (Mac)	Left align text
Text Formatting:	Ctrl + R (Windows) / Command + R (Mac)	Right align text
Object Manipulation:	Ctrl + G (Windows) / Command + G (Mac)	Group selected objects
Object Manipulation:	Ctrl + Shift + G (Windows) / Command + Shift + G (Mac)	Ungroup selected objects
Object Manipulation:	Ctrl + Shift + ↑ (Windows) / Command + Shift + ↑ (Mac)	Bring object to front
Object Manipulation:	Ctrl + Shift + ↓ (Windows) / Command + Shift + ↓ (Mac)	Send object to back
Slide Show Shortcuts:	F5 (Windows) / Command + Enter (Mac)	Start slide show from the beginning
Slide Show Shortcuts:	Shift + F5 (Windows) / Command + Option + Enter (Mac)	Start slide show from the current slide
Slide Show Shortcuts:	N	Advance to the next slide
Slide Show Shortcuts:	P	Go back to the previous slide
Slide Show Shortcuts:	B	Blank screen (black)
Slide Show Shortcuts:	W	Blank screen (white)
Slide Show Shortcuts:	Esc	End slide show
Miscellaneous:	Ctrl + K (Windows) / Command + K (Mac)	Insert hyperlink
Miscellaneous:	Ctrl + T (Windows) / Command + T (Mac)	Open the Font dialog box
Miscellaneous:	Ctrl + Shift + + (Windows) / Command + Shift + + (Mac)	Insert a new slide in Normal view
Miscellaneous:	Ctrl + F2 (Windows) / Command + F2 (Mac)	Print preview