

## Table # 01 – Microsoft PowerPoint Shortcut Keys

Sr. No.	Shortcut Key	Action
1.	Alt + Q	Go to “Tell me what you want to do”
2.	Alt + W, Q, Tab to value you want	Zoom
3.	Ctrl + Shift + Tab	Switch between outline and thumbnail pane
4.	Ctrl + Enter	Move to next placeholder (if on slide’s last placeholder, this inserts a new slide)
5.	Ctrl + M	Insert a new slide
6.	Ctrl + D	Duplicate the current side
7.	Ctrl + Shift + >	Increase font size
8.	Ctrl + Shift + <	Decrease font size
9.	Ctrl + T or Ctrl + Shift + F	Display the font dialog box
10.	Shift + F3	Change case
11.	Ctrl + Equal sign	Apply superscript formatting
12.	Ctrl + Shift + Plus sign	Apply subscript formatting
13.	Ctrl + Spacebar	Remove manual character formatting
14.	Ctrl + E	Center a paragraph
15.	Ctrl + J	Justify a paragraph
16.	Ctrl + L	Left align a paragraph
17.	Ctrl + R	Right align a paragraph

18.	Alt + Shift + Left arrow	Promote a paragraph in an outline
19.	Alt + Shift + Right arrow	Demote a paragraph in an outline
20.	Alt + Shift + Up arrow	Move selected outline paragraphs up
21.	Alt + Shift + Down arrow	Move selected outline paragraphs down
22.	Shift + F9	Show or hide the grid
23.	Alt + F9	Show or hide the guides
24.	Ctrl + P	Activate the pen tool during a show
25.	E	Erase pen tool drawings during a show
26.	Esc	Turn off the pen tool during a show
27.	Ctrl + A	Change the pen to a pointer during a show
28.	Ctrl + H	Hide the pointer or pen during a show
29.	Tab	Move to the next hyperlink during a show
30.	B	Make the screen go black during a show
31.	W	Make the screen go white during a show
32.	S	Stop or restart an automatic show
33.	1 + Enter	Return to the first slide during show
34.	Ctrl + G	Group Items (with items selected)
35.	Ctrl + Shift + G	Ungroup
36.	Slide number + Enter	During presentation, Go to slide number
37.	Ctrl + Shift + C	Copy formatting of selected shape
38.	Ctrl + Shift + V	Paste formatting only to another shape
39.	Ctrl + K	Insert hyperlink

40.	S	Stop the show. Press S again to restart the show
41.	Esc	End the slide show
42.	Ctrl + Shift + Right arrow	Select to the end of a word
43.	Ctrl + Shift + Left arrow	Select to the beginning of a word
44.	Ctrl + A (on slides tab)	Select all objects
45.	Ctrl + A (in Slide Sorter view)	Select all slides
46.	Ctrl + A (on the Outline tab)	Select all text
47.	Ctrl + Backspace	Delete one word to the left
48.	Ctrl + Delete	Delete one word to the right
49.	Ctrl + X	Cut selected object or text
50.	Ctrl + C	Copy selected object or text
51.	Ctrl + V	Paste cut or copied object or text
52.	Ctrl + Z	Undo
53.	Ctrl + Y	Redo
54.	Ctrl + F	Open Find dialog box
55.	Esc	Cancel
56.	Alt + F, use letters to navigate	Move to File tab ribbon
57.	Alt + H, use letters to navigate	Move to Home tab ribbon
58.	Alt + N, use letters to navigate	Move to Insert tab ribbon
59.	Alt + G, use letters to navigate	Move to Design tab ribbon
60.	Alt + K, use letters to navigate	Move to Transitions tab ribbon

61.	Alt + A, use letters to navigate	Move to Animations tab ribbon
62.	Alt + S, use letters to navigate	Move to Slide Show tab ribbon
63.	Alt + R, use letters to navigate	Move to Review tab ribbon
64.	Alt + W, use letters to navigate	Move to View tab ribbon
65.	Tab or Shift-tab	On the ribbon, to move between commands
66.	Ctrl + Right Arrow or Ctrl + Left Arrow	To move between groups on a ribbon
67.	Spacebar or Enter key	Activate a selected command on the ribbon
68.	Spacebar or Enter key	Open a gallery on the ribbon
69.	Enter key	Finish with a control on the ribbon and move back to the document
70.	Ctrl + F1	Expand or collapse the ribbon
71.	F1	Help
72.	F2	Edit in selected placeholder
73.	F4	Repeat
74.	F5	Run a presentation
75.	Shift + F5	View the slide show from the current slide forward
76.	F6	Move clockwise among panes in Normal view
77.	Shift + F6	Move counterclockwise among panes in Normal view
78.	F7	Spellcheck
79.	F10	Display ribbon key tip letters
80.	F12	Opens Save As dialog box