

Frequently used shortcuts

The following table itemizes the most frequently used shortcuts in PowerPoint.

To do this	Press
Create new presentation.	Ctrl+N
Add a new slide.	Ctrl+M
Apply bold formatting to the selected text.	Ctrl+B
Open the Font dialog box.	Ctrl+T
Cut selected text, object, or slide.	Ctrl+X
Copy selected text, object, or slide.	Ctrl+C
Paste cut or copied text, object, or slide.	Ctrl+V
Insert a hyperlink.	Ctrl+K
Insert a new comment.	Ctrl+Alt+M
Undo the last action.	Ctrl+Z
Redo the last action.	Ctrl+Y
Go to the next slide.	Page down
Go to the previous slide.	Page up
Start the slide show.	F5
End the slide show.	Esc
Print a presentation.	Ctrl+P
Save the presentation.	Ctrl+S
Close PowerPoint.	Ctrl+Q

Work with presentations and slides

To do this	Press
Insert a new slide.	Ctrl+M
Go to the next slide.	Page down
Go to the previous slide.	Page up
Zoom out.	Ctrl+Minus sign (-)
Zoom in.	Ctrl+Plus sign (+)
Zoom to fit.	Ctrl+Alt+O
Make a copy of the selected slide.	Ctrl+Shift+D
Open a presentation.	Ctrl+O
Close a presentation.	Ctrl+D
Save a presentation with a different name, location, or file format.	Ctrl+Shift+S
Cancel a command, such as Save As .	Esc
Open a recent file.	Ctrl+O

Work with objects and text

Copy objects and text

To do this	Press
Cut selected object or text.	Ctrl+X
Copy selected object or text.	Ctrl+C
Paste cut or copied object or text.	Ctrl+V
Duplicate selected objects.	Ctrl+D or Ctrl+Drag the mouse
	Office 2010 and Office 2007: Not available
Copy the formatting of the selected object or text.	Ctrl+Shift+C
Paste copied formatting to the selected object or text.	Ctrl+Shift+V
Copy animation painter.	Alt+Shift+C
	Office 2010 and Office 2007: Not available
Paste animation painter.	Alt+Shift+V
	Office 2010 and Office 2007: Not available
Open the Paste Special dialog box.	Ctrl+Alt+V

Work in objects and text

To do this	Press
Move the focus to the first floating shape, such as an image or a text box.	Ctrl+Alt+5
Select another object when one object is selected.	Tab key or Shift+Tab until the object you want is selected
Send object back one position.	Ctrl+Left bracket ([)
	Office 2010 and Office 2007: Not available
Send object forward one position.	Ctrl+Right bracket (])
	Office 2010 and Office 2007: Not available
Send object to back.	Ctrl+Shift+Left bracket ([)
	Office 2010 and Office 2007: Not available
Send object to front.	Ctrl+Shift+Right bracket (])
	Office 2010 and Office 2007: Not available
Select all objects on a slide.	Ctrl+A

To do this	Press
Group the selected objects.	Ctrl+G
Ungroup the selected group.	Ctrl+Shift+G
Regroup the selected objects.	Ctrl+Shift+J
Rotate the selected object clockwise.	Alt+Right arrow key
Rotate the selected object counterclockwise.	Alt+Left arrow key
Play or pause media.	Ctrl+Spacebar
Insert a hyperlink.	Ctrl+K
Insert a new comment.	Ctrl+Alt+M
Insert equation.	Alt+Equal sign (=)
Edit a linked or embedded object.	Shift+F10 or the Windows Menu key (to open the context menu), then O, Enter, E

Select text

To do this	Press
Select one character to the right.	Shift+Right arrow key
Select one character to the left.	Shift+Left arrow key
Select to the end of a word.	Ctrl+Shift+Right arrow key
Select to the beginning of a word.	Ctrl+Shift+Left arrow key
Select from the insertion point to the same point one line up.	Shift+Up arrow key
Select from the insertion point to the same point one line down.	Shift+Down arrow key
Select from the insertion point to the end of the paragraph.	Ctrl+Shift+Down arrow key
Select from the insertion point to the beginning of the paragraph.	Ctrl+Shift+Up arrow key
Select text within an object (with an object selected).	Enter
Select an object when the text inside the object is selected.	Esc

Delete text

To do this	Press
Delete one character to the left.	Backspace
Delete one word to the left.	Ctrl+Backspace
Delete one character to the right.	Delete
Delete one word to the right (with the cursor between the words).	Ctrl+Delete

Move around in text

To do this	Press
Move one character to the left.	Left arrow key
Move one character to the right.	Right arrow key
Move one line up.	Up arrow key
Move one line down.	Down arrow key
Move one word to the left.	Ctrl+Left arrow key
Move one word to the right.	Ctrl+Right arrow key

To do this	Press
Move to the end of a line.	End
Move to the beginning of a line.	Home
Move up one paragraph.	Ctrl+Up arrow key
Move down one paragraph.	Ctrl+Down arrow key
Move to the end of a text box.	Ctrl+End
Move to the beginning of a text box.	Ctrl+Home
Move to the next title or body text placeholder. If it is the last placeholder on a slide, this action inserts a new slide with the same slide layout as the original slide.	Ctrl+Enter
Promote a paragraph.	Alt+Shift+Left arrow key
Demote a paragraph.	Alt+Shift+Right arrow key
Move selected paragraphs up.	Alt+Shift+Up arrow key
Move selected paragraphs down.	Alt+Shift+Down arrow key