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MS. PPT SHORTCUTS

General

Ctrl + S = Save a presentation

Ctrl + P = Print a presentation

Ctrl + O = Open a presentation

Ctrl + N = Create a new presentation

Ctrl + M = New slide

Ctrl + D = Duplicate

Ctrl + X = Cut

Ctrl + C = Copy

Ctrl + V = Paste

Ctrl + Z = Undo (last action)

Ctrl + Y = Redo (last action)

Ctrl + A = Select all

Ctrl + W = Close active presentation

Ctrl + Q = Close PowerPoint

Moving In a Presentation

Ctrl + Home = First slide

Ctrl + End = Last slide

Page Down = Next slide

Page Up = Previous slide

F6 = Move from pane to pane

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Moving Around In Text

← = One character to the left

→ = One character to the right

↑ = One line up

↓ = One line down

Ctrl + ← = One word to the left

Ctrl + → = One word to the left

END = To the end of a line

HOME = To the beginning of a line

Ctrl + ↑ = Up one paragraph

Ctrl + ↓ = Down one paragraph

Ctrl + END = To the end of a text box

Ctrl + HOME = To the beginning of a text box

Ctrl + ENTER = To the next title or body text placeholder

Ctrl + F = Find

Shift + F4 = To repeat the last Find action

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Creating and Selecting Text and Objects

Hold Shift while dragging = Draw a perfect shape

Shift + Alt + F9 = Show/Hide ruler

Shift + F9 = Show/Hide gridlines

Alt + F9 = Show/Hide guides

Shift + ← = Select one character to the left

Shift + → = Select one character to the right

Ctrl + Shift + ← = Select to the beginning of a word

Ctrl + Shift + → = Select to the end of a word

Shift + ↑ = Select one line up

Shift + ↓ = Select one line down

Hold Shift and click = Select multiple objects

Tab or Shift + Tab = Select an object

Ctrl + A = Select all objects

Ctrl + A = Select all slides

Ctrl + A = Select all texts

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Formatting In a Presentation

Ctrl + L = Align left

Ctrl + R = Align right

Ctrl + E = Center

Ctrl + B = Bold Text

Ctrl + K = Insert hyperlink

Deleting and Copying Text and Objects

Ctrl + D = Copy a shape

Ctrl + Shift = Copy a shape and align with original

Backspace = Delete one character to the left

Ctrl + Backspace = Delete one word to the left

Delete = Delete one character to the right

Ctrl + Delete = Delete one word to the left

Ctrl + X = Cut selected object

Ctrl + C = Copy selected object

Ctrl + V = Paste cut or copied object

Ctrl + Z = Undo last action

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Working In an Outline

Ctrl + Shift + Tab = Switch between Outline and Slides pane in Normal View

Shift + Tab = Promote a paragraph

Tab = Demote a paragraph

Alt + Shift + ↑ = Move selected paragraphs up

Alt + Shift + ↓ = Move selected paragraphs down

Alt + Shift + 1 = Show heading level 1

Alt + Shift + + = Expand text below a heading

Alt + Shift + - = Collapse text below a heading

Alt + Shift + A = Show all text or headings

Presenter View

Alt + F5 = Start Presenter View

F6 = Cycle between regions

Tab = Cycle through tools

Alt + W = Read the elapsed time

Ctrl + Page Down = Down one screen in Notes Pane

Ctrl + Page Up = Up one screen in Notes Pane

Alt + A = Read the next line in Notes Pane

Alt + Z = Read the previous line in Notes Pane

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SHORTCUTS

F5	= Run slide show from beginning
Shift + F5	= Run slide show from current slide
Alt + F5	= Run slide show with Presenter View
→ ↓ , N, Enter, Spacebar, Page Down	= Advance to the next slide
← ↑ , Backspace, P , Page Up	= Return to the previous slide
<Number> + Enter	= Go to slide <number>
Home or 1 + Enter	= Return to the first slide
END	= Go to last slide
Ctrl + S	= Open the Slide Selector
G	= See all slides
S	= Stop or restart an automatic slide show
Esc, Hyphen or Ctrl + Break	= End a slide show
H	= Go to next hidden slide

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B or Period = Display a black screen

W or Comma = Display a white screen

Ctrl + P = Change the pointer to pen

Ctrl + A or Ctrl + U = Change the pointer to arrow

Ctrl + E = Change the pointer to eraser

Ctrl + I = Change the pointer to highlighter

E = Erase on-screen ink marks

Ctrl + L = Change laser pointer

Ctrl + M = Show/hide ink markups

Ctrl + H = Hide the pointer and navigation buttons

+ = Zoom in on a slide

- = Zoom out/display slide navigator

J = Turn subtitles on/off

Rehearsing

T = Set new timings

R = Re-record slide narration

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Working with Hyperlinks

Tab = Next hyperlink on slide

Shift + Tab = Previous hyperlink

Enter = Run selected hyperlink

Shift + Enter = Run mouse-over behavior
of selected hyperlink

Working with Media

Alt + P = Media : Play/Pause

Alt + Q = Media : Stop playback

Alt + ↓ or = Media : Volume down/up
Alt + ↑

Alt + Shift + ← or = Media : Skip backward/forward
Alt + Shift + →

Alt + U = Media : Mute/Unmute

Getting Help

F1 = Help during slide show

Ctrl + T = View task bar

Shift + F10 = Display the shortcut menu