

Action	Shortcut Key
Go to “Tell me what you want to do”	Alt + Q
Zoom	Alt + W, Q, Tab to value you want
Switch between outline and thumbnail pane	Ctrl + Shift + Tab
Move to next placeholder (if on slide’s last placeholder, this inserts a new slide)	Ctrl + Enter
Insert a new slide	Ctrl + M
Duplicate the current side	Ctrl + D
Increase font size	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Display the font dialog box	Ctrl + T or Ctrl + Shift + F
Change case	Shift + F3
Apply superscript formatting	Ctrl + Equal sign
Apply subscript formatting	Ctrl + Shift + Plus sign
Remove manual character formatting	Ctrl + Spacebar
Center a paragraph	Ctrl + E
Justify a paragraph	Ctrl + J
Left align a paragraph	Ctrl + L
Right align a paragraph	Ctrl + R
Promote a paragraph in an outline	Alt + Shift + Left arrow
Demote a paragraph in an outline	Alt + Shift + Right arrow
Move selected outline paragraphs up	Alt + Shift + Up arrow
Move selected outline paragraphs down	Alt + Shift + Down arrow
Display outline heading level 1	Alt + Shift + 1
Expand outline text below a heading	Alt + Shift + +
Collapse outline text below a heading	Alt + Shift + –
Collapse or show all text or headings	Alt + Shift + A
Show or hide the grid	Shift + F9
Show or hide the guides	Alt + F9
Activate the pen tool during a show	Ctrl + P
Erase pen tool drawings during a show	E
Turn off the pen tool during a show	Esc
Change the pen to a pointer during a show	Ctrl + A
Hide the pointer or pen during a show	Ctrl + H
Move to the next hyperlink during a show	Tab
Make the screen go black during a show	B
Make the screen go white during a show	W
Stop or restart an automatic show	S
Return to the first slide during show	1 + Enter
Group Items (with items selected)	Ctrl + G

Action	Shortcut Key
Ungroup	Ctrl + Shift + G
During presentation, Go to slide number	Slide number + Enter
Copy formatting of selected shape	Ctrl + Shift + C
Paste formatting only to another shape	Ctrl + Shift + V
Insert hyperlink	Ctrl + K
Stop the show. Press S again to restart the show	S
End the slide show	Esc
Select to the end of a word	Ctrl + Shift + Right arrow
Select to the beginning of a word	Ctrl + Shift + Left arrow
Select all objects	Ctrl + A (on Slides tab)
Select all slides	Ctrl + A (in Slide Sorter view)
Select all text	Ctrl + A (on the Outline tab)
Delete one word to the left	Ctrl + Backspace
Delete one word to the right	Ctrl + Delete
Cut selected object or text	Ctrl + X
Copy selected object or text	Ctrl + C
Paste cut or copied object or text	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Open Find dialog box	Ctrl + F
Cancel	Esc
Move to File tab ribbon	Alt + F, use letters to navigate
Move to Home tab ribbon	Alt + H, use letters to navigate
Move to Insert tab ribbon	Alt + N, use letters to navigate
Move to Design tab ribbon	Alt + G, use letters to navigate
Move to Transitions tab ribbon	Alt + K, use letters to navigate
Move to Animations tab ribbon	Alt + A, use letters to navigate
Move to Slide Show tab ribbon	Alt + S, use letters to navigate
Move to Review tab ribbon	Alt + R, use letters to navigate
Move to View tab ribbon	Alt + W, use letters to navigate
On the ribbon, to move between commands	Tab or Shift-tab
To move between groups on a ribbon	Ctrl + Right Arrow or Ctrl + Left Arrow
Activate a selected command on the ribbon	Spacebar or Enter key
Open a gallery on the ribbon	Spacebar or Enter key
Finish with a control on the ribbon and move back to the document	Enter key
Expand or collapse the ribbon	Ctrl + F1
Help	F1
Edit in selected placeholder	F2

Action	Shortcut Key
Repeat	F4
Run a presentation	F5
View the slide show from the current slide forward	Shift + F5
Move clockwise among panes in Normal view	F6
Move counterclockwise among panes in Normal view	Shift + F6
Spellcheck	F7
Display ribbon key tip letters	F10
Opens Save As dialog box	F12
Action	Shortcut Key
Switch between outline and thumbnail pane	Ctrl + Shift + Tab
Move to next placeholder (if on slide's last placeholder, this inserts a new slide)	Ctrl + Enter
Insert a new slide	Ctrl + M
Duplicate the current side	Ctrl + D
Increase font size	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Display the font dialog box	Ctrl + T or Ctrl + Shift + F
Change case	Shift + F3
Apply superscript formatting	Ctrl + Equal sign
Apply subscript formatting	Ctrl + Shift + Plus sign
Remove manual character formatting	Ctrl + Spacebar
Center a paragraph	Ctrl + E
Justify a paragraph	Ctrl + J
Left align a paragraph	Ctrl + L
Right align a paragraph	Ctrl + R
Promote a paragraph in an outline	Alt + Shift + Left arrow
Demote a paragraph in an outline	Alt + Shift + Right arrow
Move selected outline paragraphs up	Alt + Shift + Up arrow
Move selected outline paragraphs down	Alt + Shift + Down arrow
Display outline heading level 1	Alt + Shift + 1
Expand outline text below a heading	Alt + Shift + +
Collapse outline text below a heading	Alt + Shift + -
Collapse or show all text or headings	Alt + Shift + A
Show or hide the grid	Shift + F9
Show or hide the guides	Alt + F9
Run a presentation	F5
Activate the pen tool during a show	Ctrl + P
Erase pen tool drawings during a show	E

Action	Shortcut Key
Turn off the pen tool during a show	Esc
Change the pen to a pointer during a show	Ctrl + A
Hide the pointer or pen during a show	Ctrl + H
Move to the next hyperlink during a show	Tab
Make the screen go black during a show	B
Make the screen go white during a show	W
Stop or restart an automatic show	S
Return to the first slide during show	1 + Enter
Group Items (with items selected)	Ctrl + G
Ungroup	Ctrl + Shift + G
During presentation, Go to <i>slide number</i>	<i>Slide number</i> + Enter
Move clockwise among panes in Normal view	F6
Move counterclockwise among panes in Normal view	Shift + F6
Copy formatting of selected shape	Ctrl + Shift + C
Paste formatting only to another shape	Ctrl + Shift + V
Insert hyperlink	Ctrl + K
Help	F1
View the complete slide show	F5
View the slide show from the current slide forward	Shift + F5
Spellcheck	F7
Opens Save As dialog box	F12
Stop the show. Press S again to restart the show	S
End the slide show	Esc
Select to the end of a word	Ctrl + Shift + Right arrow
Select to the beginning of a word	Ctrl + Shift + Left arrow
Select all objects	Ctrl + A (on Slides tab)
Select all slides	Ctrl + A (in Slide Sorter view)
Select all text	Ctrl + A (on the Outline tab)
Delete one word to the left	Ctrl + Backspace
Delete one word to the right	Ctrl + Delete
Cut selected object or text	Ctrl + X
Copy selected object or text	Ctrl + C
Paste cut or copied object or text	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Open Find dialog box	Ctrl + F

Action	Shortcut Key
Switch between outline and slide view	Ctrl + Shift + Tab
Insert a new slide	Ctrl + M
Duplicate the current side	Ctrl + D

Action	Shortcut Key
Increase font size	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Display the font dialog box	Ctrl + T
Change case	Shift + F3
Promote a paragraph in an outline	Alt + Shift + Left arrow
Demote a paragraph in an outline	Alt + Shift + Right arrow
Move selected outline paragraphs up	Alt + Shift + Up arrow
Move selected outline paragraphs down	Alt + Shift + Down arrow
Display outline heading level 1	Alt + Shift + 1
Expand outline text below a heading	Alt + Shift + +
Collapse outline text below a heading	Alt + Shift + –
Collapse or show all text or headings	Alt + Shift + A
Show or hide the grid	Shift + F9
Show or hide the guides	Alt + F9
Run a presentation	F5
Activate the pen tool during a show	Ctrl + P
Erase pen tool drawings during a show	E
Turn off the pen tool	Esc
Change the pen to a pointer	Ctrl + A
Hide the pointer or pen	Ctrl + H
Move to the next hyperlink	Tab
Make the screen go black during a show	B
Make the screen go white during a show	W
Stop or restart an automatic show	S
Return to the first slide	1 + Enter
Group Items (with items selected)	Ctrl + G
Ungroup	Ctrl + Shift + G
During presentation, Go to <i>slide number</i>	<i>Slide number</i> + Enter
Move clockwise among panes in Normal view	F6
Move counterclockwise among panes in Normal view	Shift + F6
Copy formatting of selected shape	Ctrl + Shift + C
Paste formatting only to another shape	Ctrl + Shift + V
Insert hyperlink	Ctrl + K
Help	F1
View the complete slide show	F5
View the slide show from the current slide forward	Shift + F5
Spellcheck	F7
Opens Save As dialog box	F12

Action	Shortcut Key
Stop the show. Press S again to restart the show	S
End the slide show	Esc
Action	Shortcut Key
Switch between outline and slide view	Ctrl + Shift + Tab
Insert a new slide	Ctrl + M
Duplicate the current side	Ctrl + D
Increase font size	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Display the font dialog box	Ctrl + T
Change case	Shift + F3
Promote a paragraph in an outline	Alt + Shift + Left arrow
Demote a paragraph in an outline	Alt + Shift + Right arrow
Move selected outline paragraphs up	Alt + Shift + Up arrow
Move selected outline paragraphs down	Alt + Shift + Down arrow
Display outline heading level 1	Alt + Shift + 1
Expand outline text below a heading	Alt + Shift + +
Collapse outline text below a heading	Alt + Shift + –
Collapse or show all text or headings	Alt + Shift + A
Show or hide the grid	Shift + F9
Show or hide the guides	Alt + F9
Run a presentation	F5
Activate the pen tool during a show	Ctrl + P
Erase pen tool drawings during a show	E
Turn off the pen tool	Esc
Change the pen to a pointer	Ctrl + A
Hide the pointer or pen	Ctrl + H
Move to the next hyperlink	Tab
Make the screen go black during a show	B
Make the screen go white during a show	W
Stop or restart an automatic show	S
Return to the first slide	1 + Enter
Group Items (with items selected)	Ctrl + G
Ungroup	Ctrl + Shift + G
During presentation, Go to <i>slide number</i>	<i>Slide number</i> + Enter
Move clockwise among panes in Normal view	F6
Move counterclockwise among panes in Normal view	Shift + F6
Copy formatting of selected shape	Ctrl + Shift + C

Action	Shortcut Key
Paste formatting only to another shape	Ctrl + Shift + V
Insert hyperlink	Ctrl + K

Action	Shortcut Key
Switch between outline and side view	Ctrl + Shift + Tab
Insert a new slide	Ctrl + M
Duplicate the current side	Ctrl + D
Increase font size	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Display the font dialog box	Ctrl + T
Open the properties for an object	Double-click the object
Promote a paragraph in an outline	Alt + Shift + Left arrow
Demote a paragraph in an outline	Alt + Shift + Right arrow
Move selected outline paragraphs up	Alt + Shift + Up arrow
Move selected outline paragraphs down	Alt + Shift + Down arrow
Display outline heading level 1	Alt + Shift + 1
Expand outline text below a heading	Alt + Shift + +
Collapse outline text below a heading	Alt + Shift + –
Collapse or show all text or headings	Alt + Shift + A
Show or hide the grid	Shift + F9
Show or hide the guides	Alt + F9
Change grid and guide settings	Ctrl + G
Activate the pen tool during a show	Ctrl + P
Erase pen tool drawings during a show	E
Turn off the pen tool	Esc
Change the pen to a pointer	Ctrl + A
Hide the pointer or pen	Ctrl + H
Move to the next hyperlink	Tab
Make the screen go black during a show	B
Make the screen go white during a show	W
Stop or restart a show	S
Return to the first slide	1 + Enter