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	В
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	Е

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	В
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 slide number	Slide number + 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	. **

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 Decrease font size Decrease font size Ctrl + Shift + > Display the font dialog box Ctrl + T Change case Shift + F3 Promote a paragraph in an outline Demote a paragraph in an outline Alt + Shift + Left arrow Move selected outline paragraphs up Move selected outline paragraphs down Display outline heading level 1 Expand outline text below a heading Collapse outline text below a heading Collapse outline text below a heading Alt + Shift + F9 Collapse outline text below a heading Alt + Shift + P9 Show or hide the grid Shift + F9 Show or hide the grid 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 Change the pen to a pointer Ctrl + A Hide the pointer or pen Ctrl + H Move to the next hyperlink Make the screen go black during a show Stop or restart an automatic show Stop or restart an automatic show Stop or restart an automatic show Stop or green to sold the selected of the first slide Cruproup Ctrl + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Ctrl + Shift + C	Action	Shortcut Key
Decrease font size 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 Move selected outline paragraphs up Move selected outline paragraphs down Display outline heading level 1 Expand outline text below a heading Collapse outline text below a heading Alt + Shift + Down arrow Display outline heading level 1 Expand outline text below a heading Alt + Shift + + Collapse outline text below a heading Alt + Shift + + Collapse on show all text or headings Show or hide the grid Show or hide the grid Show or hide the guides Alt + F9 Run a presentation F5 Activate the pen tool during a show E Turn off the pen tool Exac Change the pen to a pointer Ctrl + A Hide the pointer or pen Ctrl + A Make the screen go black during a show B Make the screen go white during a show Stop or restart an automatic show Source of the shift + G Ungroup Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move colockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Ctrl + Shift + F5 Spellcheck F7		·
Display the font dialog box Ctrl + T Change case Shift + F3 Promote a paragraph in an outline Alt + Shift + Left arrow Move selected outline paragraphs up Move selected outline paragraphs down Display outline heading level 1 Expand outline text below a heading Collapse outline text below a heading Alt + Shift + Down arrow Alt + Shift + T Expand outline text below a heading Alt + Shift + T Collapse outline text below a heading Alt + Shift + A Show or hide the grid Show or hide the grid Show or hide the guides Alt + F9 Run a presentation F5 Activate the pen tool during a show E Turn off the pen tool Change the pen to a pointer Hide the pointer or pen Move to the next hyperlink Make the screen go black during a show Stop or restart an automatic show Shift + F6 Ungroup Ctrl + Shift + C Ctrl + Shift + C Lift + Shift		
Change case Promote a paragraph in an outline Demote a paragraph in an outline Alt + Shift + Left arrow Move selected outline paragraphs up Move selected outline paragraphs down Display outline heading level 1 Expand outline text below a heading Collapse outline text below a heading Alt + Shift + T Collapse outline text below a heading Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse or show all text or headings Alt + Shift + T Collapse outline text below a heading Alt + Shift + T Collapse outline text below a heading Alt + Shift + T Collapse outline text below a heading Alt + Shift + T Alt + Shift + T Collapse outline text below a heading Alt + Shift + T Alt		
Promote a paragraph in an outline Demote a paragraph in an outline Demote a paragraph in an outline Alt + Shift + Right arrow Move selected outline paragraphs up Alt + Shift + Down arrow Display outline heading level 1 Expand outline text below a heading Collapse outline text below a heading Alt + Shift + Down arrow Alt + Shift + 1 Expand outline text below a heading Alt + Shift + 1 Collapse outline text below a heading Alt + Shift + + Collapse outline text below a heading Alt + Shift + 7 Collapse or show all text or headings Alt + Shift + A Show or hide the grid Shift + F9 Run a presentation F5 Run a presentation F5 Activate the pen tool during a show E Turn off the pen tool drawings during a show E Turn off the pen too a pointer Ctrl + P 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 S Return to the first slide I + Enter Group Items (with items selected) Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move colockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Ctrl + Shift + V Unsert hyperlink Ctrl + K Help F1 View the complete slide show F5 View the slide show from the current slide forward Shift + F5 Spellcheck F7		
Demote a paragraph in an outline Move selected outline paragraphs up Move selected outline paragraphs up Alt + Shift + Up arrow Move selected outline paragraphs down Display outline heading level 1 Expand outline text below a heading Collapse outline text below a heading Alt + Shift + 1 Expand outline text below a heading Alt + Shift + C 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 Change the pen to a pointer Hide the pointer or pen Ctrl + A Hide the pointer or pen Make the screen go black during a show Stop or restart an automatic show Stop or restart an automatic show Stop or restart an automatic show Some the first slide 1 + Enter Group Items (with items selected) Ctrl + G Ungroup Ctrl + Shift + G Slide number + Enter Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Ctrl + Shift + C Ctrl + Shift + C Itemsert hyperlink Help F1 View the complete slide show F5 Spellcheck F7		
Move selected outline paragraphs up Move selected outline paragraphs down Display outline heading level 1 Expand outline text below a heading Collapse outline text below a heading 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 Show or hide the grid Show or hide the guides Alt + F9 Run a presentation F5 Run a presentation 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 I + Enter Group Items (with items selected) Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Move counterclockwise among panes in Normal view Ctrl + Shift + C Paste formatting of selected shape Ctrl + Shift + V Insert hyperlink Help F1 View the complete slide show F5 View the slide show from the current slide forward Shift + F5 Spellcheck F7		
Move selected outline paragraphs down Display outline heading level 1 Expand outline text below a heading 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 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 slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Move counterclockwise among panes in Normal view 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	1 0 1	_
Display outline heading level 1 Expand outline text below a heading 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 Change the pen to a pointer Hide the pointer or pen Ctrl + A Hide the pointer or pen Make the screen go black during a show B Make the screen go white during a show Stop or restart an automatic show S Return to the first slide I + Enter Group Items (with items selected) Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Ctrl + Shift + V Insert hyperlink Help F1 View the complete slide show F5 View the slide show from the current slide forward Shift + F5 Spellcheck F7	1 0 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 Change the pen to a pointer Ctrl + A Hide the pointer or pen Ctrl + H Move to the next hyperlink Make the screen go black during a show Stop or restart an automatic show Stop or restart an automatic show Stop or letms (with items selected) Ungroup Ctrl + Shift + G During presentation, Go to slide number Move colockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Ctrl + Shift + F5 Spellcheck F7		
Collapse outline text below a heading Collapse or show all text or headings Alt + Shift + A Show or hide the grid Show or hide the grid Show or hide the guides Alt + F9 Run a presentation F5 Run a presentation F5 Run a presentation F5 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 Stop or restart an automatic show Stop or restart an automatic show Stop or letters (with items selected) Ungroup Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Insert hyperlink Ctrl + K Help F1 View the complete slide show F5 Spellcheck F7		
Collapse or show all text or headings Show or hide the grid Show or hide the grid 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 Change the pen to a pointer Ctrl + A Hide the pointer or pen Ctrl + H Move to the next hyperlink Make the screen go black during a show Stop or restart an automatic show Stop or restart an automatic show Stop or letters (with items selected) Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Insert hyperlink Ctrl + K Help F1 View the complete slide show F5 Spellcheck F7	-	Alt + Shift + –
Show or hide the grid Show or hide the guides Alt + F9 Run a presentation F5 Run a presentation Activate the pen tool during a show ETurn off the pen tool Change the pen to a pointer Ctrl + A Hide the pointer or pen Ctrl + H Move to the next hyperlink Make the screen go black during a show Stop or restart an automatic show Stop or restart an automatic show Stop ultems (with items selected) Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move counterclockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape In Spellcheck F7 Spellcheck F7		
Show or hide the guides 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 Change the pen to a pointer Ctrl + A Hide the pointer or pen Move to the next hyperlink Make the screen go black during a show Stop or restart an automatic show Stop or restart an automatic show Stop ulterns (with items selected) Ungroup Ctrl + Shift + G During presentation, Go to slide number Move counterclockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape In Normal view Ctrl + K Help F1 View the complete slide show F5 Spellcheck F7	_	Shift + F9
Run a presentation Activate the pen tool during a show Erase pen tool drawings during a show Erase pen tool drawings during a show Esc Change the pen to a pointer Ctrl + A Hide the pointer or pen Move to the next hyperlink Make the screen go black during a show Make the screen go white during a show Stop or restart an automatic show Stop or restart an automatic show Stop or literation of the first slide Group Items (with items selected) Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view 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 Spellcheck F7		Alt + F9
Activate the pen tool during a show Erase pen tool drawings during a show Erase pen tool drawings during a show Esc Change the pen to a pointer Ctrl + A Hide the pointer or pen Move to the next hyperlink Tab Make the screen go black during a show B Make the screen go white during a show Stop or restart an automatic show Stop or restart an automatic show S Return to the first slide Group Items (with items selected) Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Ctrl + Shift + V Insert hyperlink Ctrl + K Help FI View the complete slide show F5 View the slide show from the current slide forward Shift + F5 Spellcheck		F5
Erase pen tool drawings during a show E Turn off the pen tool Change the pen to a pointer Ctrl + A Hide the pointer or pen Move to the next hyperlink Make the screen go black during a show Make the screen go white during a show S top or restart an automatic show S Return to the first slide Group Items (with items selected) Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view 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 Spellcheck F7	-	
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 slide number Slide number + Enter Move clockwise among panes in Normal view F6 Move counterclockwise among panes in Normal view 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	-	
Change the pen to a pointer Ctrl + A Hide the pointer or pen Move to the next hyperlink Make the screen go black during a show Make the screen go white during a show Stop or restart an automatic show Return to the first slide Group Items (with items selected) Ungroup Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Ctrl + Shift + V Insert hyperlink Help F1 View the complete slide show F5 Spellcheck F7	-	Esc
Hide the pointer or pen Move to the next hyperlink Make the screen go black during a show Make the screen go white during a show Stop or restart an automatic show Return to the first slide Group Items (with items selected) Ungroup Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view 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	-	Ctrl + A
Move to the next hyperlink Make the screen go black during a show Make the screen go white during a show Stop or restart an automatic show Return to the first slide Group Items (with items selected) Ungroup Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Ctrl + Shift + V Insert hyperlink Help F1 View the complete slide show View the slide show from the current slide forward Shift + F5 Spellcheck F7		Ctrl + H
Make the screen go black during a show Make the screen go white during a show Stop or restart an automatic show Return to the first slide Group Items (with items selected) Ungroup Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Ctrl + Shift + V Insert hyperlink Help F1 View the complete slide show F5 View the slide show from the current slide forward Shift + F5 Spellcheck F7	-	Tab
Make the screen go white during a show Stop or restart an automatic show Step or restart an automatic show Ctrl + Shift + G Ctrl + Shift + G Shift + F6 Copy formatting of selected shape Ctrl + Shift + C Paste formatting only to another shape Ctrl + Shift + V Insert hyperlink Help F1 View the complete slide show F5 View the slide show from the current slide forward Shift + F5 Spellcheck F7	• •	В
Stop or restart an automatic show Return to the first slide Group Items (with items selected) Ungroup Ctrl + G Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view 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		W
Group Items (with items selected) Ungroup Ctrl + Shift + G During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view 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	Stop or restart an automatic show	S
Ungroup Ctrl + Shift + G During presentation, Go to slide number Slide number + Enter Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view 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	Return to the first slide	1 + Enter
During presentation, Go to slide number Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view 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	Group Items (with items selected)	Ctrl + G
Move clockwise among panes in Normal view Move counterclockwise among panes in Normal view 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 Spellcheck F7	Ungroup	Ctrl + Shift + G
in Normal view Move counterclockwise among panes in Normal view 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 View the slide show from the current slide forward Shift + F5 Spellcheck F7	During presentation, Go to slide number	Slide number + Enter
in Normal view 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	Move clockwise among panes in Normal view	F6
Paste formatting only to another shape Ctrl + Shift + V Ctrl + K Help F1 View the complete slide show View the slide show from the current slide forward Shift + F5 Spellcheck F7	Move counterclockwise among panes in Normal view	Shift + F6
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	Copy formatting of selected shape	Ctrl + Shift + C
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	Paste formatting only to another shape	Ctrl + Shift + V
Help F1 View the complete slide show F5 View the slide show from the current slide forward Shift + F5 Spellcheck F7	Insert hyperlink	Ctrl + K
View the complete slide show F5 View the slide show from the current slide forward Shift + F5 Spellcheck F7	Help	F1
Spellcheck F7	-	F5
•	•	l Shift + F5
•	Spellcheck	F7
. <i>U</i>	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	Е
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	В
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 slide number	Slide number + 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

71	
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	Е
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	В
Make the screen go white during a show	W
Stop or restart a show	S
Return to the first slide	1 + Enter