| **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 | |
| 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 | |
| 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 |
| 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 *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** | | **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 *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 | |
| **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 *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 | |

| **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 |