



# Home Tab Shortcuts

## Clipboard Group

Paste	Ctrl + V
Cut	Ctrl + X
Copy	Ctrl + C
Format Painter	none

## Slides Group

New Slide	none
Layout	none
Reset	none
Delete Slide	none

## Font Group

Font	Ctrl + Shift + F
Font Size	Ctrl + Shift + P
Increase Font Size	Ctrl + Shift + >
Decrease Font Size	Ctrl + Shift + <
Clear All Formatting	none
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Strikethrough	none
Text Shadow	none
Character Spacing	none
Change Case	none
Font Color	none

## Paragraph Group

Bullets	none
Numbering	none
Decrease List Level	none
Increase List Level	none

Line Spacing	none
Align Text Left	Ctrl + L
Center	Ctrl + E
Align Text Right	Ctrl + R
Justify	Ctrl + J
Columns	none
Text Direction	none
Align Text	none
Convert to SmartArt Graphic	none

## Drawing Group

Shapes	none
Arrange	none
Shape Quick Styles	none
Shape Fill	none
Shape Outline	none
Shape Effects	none

## Editing Group

Find	Ctrl + F
Replace	Ctrl + H
Select	none

## Access Keys (NEW!)

Access keys provide quick access to commands. To display access keys for the ribbon, press the **Alt** key. **KeyTip** **[E]** icons are displayed over each feature. Press an access key or key combination to execute the command.

## Getting Help

### Using PowerPoint Help

1. Click the **Microsoft Office PowerPoint Help** button on the **Tab Bar** or press **F1**.
  2. Do one of the following:
    - To browse *PowerPoint Help*, select a topic heading in the **Browse PowerPoint Help** box.
    - To browse the *Help Table of Contents*, click the **Show Table of Contents** button on the **Standard** toolbar.
 Click a book icon to open a topic and view its subtopics.
  3. Click once on a topic to view **Help** information.
- Note: Click the **Home** button on the **Standard** toolbar to return to the **Browse PowerPoint Help** box. Click the **Back** and **Forward** buttons to navigate through PowerPoint Help.*

### Printing a Help Topic

1. Display the Help topic you want to print.
2. Click the **Print** button on the **Standard** toolbar.
3. Select print options.
4. Click the **Print** button to print the topic.

### Searching for a Help Topic

1. Click the **Microsoft Office PowerPoint Help** button on the **Tab Bar** or press **F1**.
2. Click the arrow on **Search** button and select where you want to search from the resulting menu.
3. Do one of the following:
  - To search for a new Help topic, enter what you want to search for in the **Type words to search for** box.
  - To search for a recently used search topic, click the arrow on the **Type words to search for** box and select a topic from the resulting menu.
4. Click the **Search** button.
5. Click once on a topic to view **Help** information.

### Connecting to Microsoft Office Online

1. Click the **Offline** button at the bottom-right corner of the **Help** window.
2. Select **Show content from Office Online** from the resulting menu.