# Home Tab Shortcuts

*CHECK THIS OUT!*
*Bob Ruhr*

## 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** [F] 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.