Home Tab Shortcuts

CHECK THIS OUT! BOB RINER

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.*

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.

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.

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.