

# SHORTCUTS FOR POWERPOINT



## FREQUENTLY USED SHORTCUTS



Duplicate a selected slide or object	<b>CTRL + D</b>	<b>⌘ + D</b>
Change font size for selected text	<b>ALT + H F → S</b>	<b>OPTION + H F → S</b>
Change the zoom for the slide	<b>ALT + W Q</b>	<b>OPTION + W Q</b>
Cut selected text, object, or slide	<b>CTRL + X</b>	<b>⌘ + X</b>
Copy selected text, object, or slide	<b>CTRL + C</b>	<b>⌘ + C</b>
Paste cut or copied text, object, or slide	<b>CTRL + V</b>	<b>⌘ + V</b>
Undo the last action	<b>CTRL + Z</b>	<b>⌘ + Z</b>
Save the presentation	<b>CTRL + S</b>	<b>⌘ + S</b>
Insert a picture	<b>ALT + N P</b>	<b>OPTION + N P</b>
Insert a shape	<b>ALT + H S → H</b>	<b>OPTION + H S → H</b>
Select a theme	<b>ALT + G H</b>	<b>OPTION + G H</b>
Select a slide layout	<b>ALT + H L</b>	<b>OPTION + H L</b>
Go to the next slide	<b>PAGE DOWN</b>	<b>PAGE DOWN</b>
Go to the previous slide	<b>PAGE UP</b>	<b>PAGE UP</b>
Insert a new slide	<b>CTRL + M</b>	<b>⌘ + M</b>
Move to the Insert tab	<b>ALT + N</b>	<b>OPTION + N</b>
Start the slide show	<b>ALT + S B</b>	<b>OPTION + S B</b>
End the slide show	<b>ESC</b>	<b>ESC</b>
Close PowerPoint	<b>ALT + F X</b>	<b>OPTION + F X</b>

## RIBBON NAVIGATION



Open the File page	<b>ALT + F</b>	<b>OPTION + F</b>
Open the Home tab	<b>ALT + H</b>	<b>OPTION + H</b>
Open the Insert tab	<b>ALT + N</b>	<b>OPTION + N</b>
Open the Design tab	<b>ALT + G</b>	<b>OPTION + G</b>
Open the Transitions tab	<b>ALT + T</b>	<b>OPTION + T</b>
Open the Animations tab	<b>ALT + A</b>	<b>OPTION + A</b>
Open the Slide Show tab	<b>ALT + S</b>	<b>OPTION + S</b>
Open the Review tab	<b>ALT + R</b>	<b>OPTION + R</b>
Open the View tab	<b>ALT + W</b>	<b>OPTION + W</b>
Open the Tell me box	<b>ALT + Q + SEARCH TERM</b>	<b>OPTION + Q + SEARCH TERM</b>

## APPLY CHARACTER FORMATTING



Open the Font dialog box to change the formatting of characters	<b>CTRL + T</b>	<b>⌘ + T</b>
Change between sentence case, lowercase, or uppercase.	<b>SHIFT + F3</b>	<b>SHIFT + F3</b>
Apply bold formatting	<b>CTRL + B</b>	<b>⌘ + B</b>
Apply an underline	<b>CTRL + U</b>	<b>⌘ + U</b>
Apply italic formatting	<b>CTRL + I</b>	<b>⌘ + I</b>
Apply subscript formatting (automatic spacing)	<b>CTRL + =</b>	<b>⌘ + =</b>
Apply superscript formatting (automatic spacing)	<b>CTRL + SHIFT + +</b>	<b>⌘ + SHIFT + +</b>
Remove manual character formatting, such as subscript and superscript	<b>CTRL + SPACE</b>	<b>⌘ + SPACE</b>
Insert a hyperlink	<b>CTRL + K</b>	<b>⌘ + K</b>

## SELECT AND EDIT TEXTS AND OBJECTS



Select one character to the right	<b>SHIFT + →</b>	<b>OPTION + →</b>
Select one character to the left	<b>SHIFT + ←</b>	<b>OPTION + ←</b>
Select to the end of a word	<b>CTRL + SHIFT + →</b>	<b>⌘ + OPTION + →</b>
Select to the beginning of a word	<b>CTRL + SHIFT + ←</b>	<b>⌘ + OPTION + ←</b>
Select one line up (with the cursor at the beginning of a line)	<b>SHIFT + ↑</b>	<b>OPTION + ↑</b>
Select one line down (with the cursor at the beginning of a line)	<b>SHIFT + ↓</b>	<b>OPTION + ↓</b>
Select an object (when the text inside the object is selected)	<b>ESC</b>	<b>ESC</b>
Select another object (when one object is selected)	<b>TAB OR SHIFT + TAB UNTIL THE OBJECT YOU WANT IS SELECTED</b>	<b>TAB OR OPTION + TAB UNTIL THE OBJECT YOU WANT IS SELECTED</b>
Send object back one position	<b>CTRL + [</b>	<b>⌘ + [</b>
Send object forward one position	<b>CTRL + ]</b>	<b>⌘ + ]</b>
Send object to back	<b>CTRL + SHIFT + [</b>	<b>⌘ + OPTION + [</b>
Send object to front	<b>CTRL + SHIFT + ]</b>	<b>⌘ + OPTION + ]</b>
Select text within an object (with an object selected)	<b>ENTER</b>	<b>ENTER</b>

## CONTROL SLIDES DURING A PRESENTATION



Perform the next animation or advance to the next slide	<b>N ENTER PAGE DOWN ↓ ← OR SPACE</b>	<b>N ENTER PAGE DOWN ↓ ← OR SPACE</b>
Perform the previous animation or return to the previous slide	<b>P PAGE UP ← ↑ OR BACKSPACE</b>	<b>P PAGE UP ← ↑ OR BACKSPACE</b>
Go to slide number. (number)+Enter	<b>[NUMBER] + ENTER</b>	<b>[NUMBER] + ENTER</b>
Display a blank black slide, or return to the presentation from a blank black slide	<b>B OR .</b>	<b>B OR .</b>
Display a blank white slide, or return to the presentation from a blank white slide	<b>W OR ,</b>	<b>W OR ,</b>
Stop or restart an automatic presentation	<b>S</b>	<b>S</b>
End a presentation	<b>ESC</b>	<b>ESC</b>
Erase on-screen annotations	<b>E</b>	<b>E</b>
Go to the next slide, if the next slide is hidden	<b>H</b>	<b>H</b>
Set new timings while rehearsing	<b>T</b>	<b>T</b>
Re-record slide narration and timing	<b>R</b>	<b>R</b>
Return to the first slide	<b>PRESS AND HOLD LEFT MOUSE BUTTON FOR SEVERAL SECONDS</b>	<b>PRESS AND HOLD LEFT MOUSE BUTTON FOR SEVERAL SECONDS</b>
Change the pointer to a pen	<b>CTRL + P</b>	<b>⌘ + P</b>
Change the pointer to an arrow	<b>CTRL + A</b>	<b>⌘ + A</b>
Change the pointer to an eraser	<b>CTRL + E</b>	<b>⌘ + E</b>
Show or hide ink markup	<b>CTRL + M</b>	<b>⌘ + M</b>
Hide the pointer and navigation button immediately	<b>CTRL + H</b>	<b>⌘ + H</b>
Hide the pointer and navigation button in 15 seconds	<b>CTRL + U</b>	<b>⌘ + U</b>
View the All Slides dialog box	<b>CTRL + S</b>	<b>⌘ + S</b>
View the computer task bar	<b>CTRL + T</b>	<b>⌘ + T</b>
Display the shortcut menu	<b>SHIFT + F10</b>	<b>SHIFT + F10</b>
Go to the first or next hyperlink on the current slide	<b>TAB</b>	<b>TAB</b>
Go to the last or previous hyperlink on the current slide	<b>SHIFT + TAB</b>	<b>SHIFT + TAB</b>

## CONTROL VIDEO DURING A PRESENTATION



Stop media playback	<b>ALT + Q</b>	<b>ALT + Q</b>
Play or pause media	<b>CTRL + SPACE</b>	<b>CTRL + SPACE</b>
Toggle between play and pause	<b>ALT + P</b>	<b>ALT + P</b>
Go to the next bookmark	<b>ALT + END</b>	<b>ALT + END</b>
Go to the previous bookmark	<b>ALT + HOME</b>	<b>ALT + HOME</b>
Increase the sound volume	<b>ALT + ↑</b>	<b>ALT + ↑</b>
Decrease the sound volume	<b>ALT + ↓</b>	<b>ALT + ↓</b>
Mute the sound	<b>ALT + U</b>	<b>ALT + U</b>
Seek forward three seconds	<b>ALT + SHIFT + PAGE DOWN</b>	<b>ALT + SHIFT + PAGE DOWN</b>
Seek backward three seconds	<b>ALT + SHIFT + PAGE UP</b>	<b>ALT + SHIFT + PAGE UP</b>
Seek forward 0.25 seconds, then pause	<b>ALT + SHIFT + →</b>	<b>ALT + SHIFT + →</b>
Seek backward 0.25 seconds, then pause	<b>ALT + SHIFT + ←</b>	<b>ALT + SHIFT + ←</b>
Show/Hide audio and subtitles menu (for videos that have multiple audio tracks and/or subtitle tracks in supported formats.)	<b>ALT + J</b>	<b>ALT + J</b>