

POWERPOINT KEYBOARD SHORTCUTS

FILE

New / Print / Save	Ctrl + N / Ctrl + P / Ctrl + S
Open / Close	Ctrl + O / Ctrl + W

NAVIGATION / SLIDE

Zoom in / out	Ctrl + mouse wheel up / down
Switch between Normal view and Outline view	Normal view button to switch back and forth
Switch between Normal view and Master view	Shift + click Normal view button
Move from placeholder to placeholder and create new slide when reach last placeholder	Ctrl + Enter
Insert a new blank slide	Ctrl + M OR click in Navigation Pane and hit Enter
Duplicate a slide	Ctrl + D
Nudge a placeholder or any object	Select and use the arrow keys
Go to first or slide thumbnail in navigation pane	Home or End

SELECT

Indent / outdent bulleted points	Tab / Shift + Tab
A single word	Double-click
One word at a time to the right	Ctrl + Shift + →
One word at a time to the left	Ctrl + Shift + ←
Consecutive text	Drag OR Click at beginning, hold down Shift, click at end
Non-consecutive text	Drag over initial selection, hold down Ctrl and drag over subsequent selections
Line	Triple-click or click the bullet at the beginning of the line
Paragraph	Triple-click in the paragraph
A main point and sub-points	Click the bullet to the left of the main point - all sub-points will also be selected
Entire slide	Click outside of the placeholders then Ctrl + A
All slides in navigation pane / Slide Sorter or Outline view	Ctrl + A

FORMAT

Undo / Redo	Ctrl + Z / Ctrl + Y
Repeat the last action	F4 function key
Bold / italics / underline	Ctrl + B / Ctrl + I / Ctrl + U
Copy selected text	Ctrl + C
Cut selected text	Ctrl + X
Paste copied/cut text	Ctrl + V
Remove formatting	Ctrl + spacebar
Run Spellcheck	F7 function key
Left / right/ justified / centered alignment	Ctrl + L / Ctrl + R / Ctrl + J / Ctrl + E

RUN SLIDE SHOW

From the first slide	F5
From the current slide	Shift + F5
Exit slide show	Escape