

# PowerPoint Keyboard Shortcuts and Sequences



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**PowerPoint 2016, 2013, 2010, 2007, and 2003  
for Windows + PowerPoint 2016 and 2011 for  
Mac + PowerPoint Online**

# Front Matter

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# You Need Keyboard Shortcuts?

Keyboard shortcuts appeal to those who repeatedly need to use the same options within their computer software, and PowerPoint users are no exception.

There are two reasons why these keyboard shortcuts appeal to users:

1. They make repetitive tasks happen faster
2. They become a habit!

Pressing keyboard shortcuts becomes a habit you may not even be aware of – similar to changing gears while driving a car. That's why people tend to frown when software manufacturers change the keyboard shortcuts in newer versions of a program. And vendors do understand this aspect of the user experience story – that's the reason why companies like Microsoft made sure that most keyboard shortcuts from the menu-driven PowerPoint 2003 continue to work in the Ribbon-driven interface of the newest PowerPoint 2016 as well!

Even then, there are differences in how shortcuts work in the last several versions of PowerPoint – that's because some features get deprecated and newer features are released. Deprecated features no longer need keyboard shortcuts, and newer features can use those same shortcut keys.

To make it easier for you, we created separate compilations of keyboard shortcuts in the last five versions of PowerPoint for Windows (2016, 2013, 2010, 2007, and 2003). We also cover the last two versions of PowerPoint for Mac (2016 and 2011). And to make this ebook complete, we also cover PowerPoint Online, the browser based version of PowerPoint – yes, some shortcuts even work within a browser window!

Do send us your feedback -- you can contact us through our site, and you'll also find us on [Facebook](#) and [LinkedIn](#). Your feedback and suggestions will help us improve this book.

Have an awesome day.

– Geetesh Bajaj

## Indezine Feedback

*"Always good information and products on this website. Well worth taking the time to review."*

- An authentic visitor

testimonial.



# PowerPoint 2016

## Ctrl Shortcuts

### Ctrl + A

Select all slide objects (**Normal** view)  
Select all slides (**Slides** tab and **Slide Sorter** view)  
Select all text (in **Outline** view)  
Change the pointer to an arrow (**Slide Show** view)

### Ctrl + B

Bold selected text

### Ctrl + C

Copy

### Ctrl + D

Duplicate slide objects (**Normal** view)  
Duplicate slides (**Slide Sorter** view, and in Slides pane within **Normal** view)  
Duplicate selected Layout or selected Slide Master (**Slide Master** view)

### Ctrl + Shift + D

Duplicate active slide

### Ctrl + E

Center Align selected text (**Normal** view)  
Change Pointer to Eraser (**Slide Show** view)

### Ctrl + F

Open the Find dialog box

### Ctrl + G

Group selected slide objects

### Ctrl + Shift + G

Ungroup

### Ctrl + H

Open Replace dialog box  
Hide Pointer and Navigation buttons (**Slide Show** view)

### Ctrl + Shift + H

Show/Hides Notes pane

# PowerPoint 2016

## **Ctrl + Shift + N**

Duplicates active presentation

## **Ctrl + I**

Italicize selected text

## **Ctrl + J**

Justify selected text

## **Ctrl + K**

Insert hyperlink

## **Ctrl + L**

Left align selected text

## **Ctrl + M**

Insert New Slide (**Normal** and **Slide Sorter**)

Insert New Master (**Slide Master** view)

## **Ctrl + N**

Create New Presentation

## **Ctrl + O**

Open presentation

## **Ctrl + P**

## **Ctrl + F2**

## **Ctrl + Shift + F12**

Opens the Print pane in Backstage view for the active presentation

Changes Pointer to Pen (**Slide Show** view -- **Ctrl + P** only)

## **Ctrl + Q**

Exit PowerPoint

## **Ctrl + R**

Right align selected text

## **Ctrl + S**

Save (for presentations saved at least once)

Save As (for presentations never saved)

Opens All Slides dialog box (**Slide Show** view)

# PowerPoint 2016

## **Ctrl + T**

Opens Font dialog box (select the text container first)  
Display the computer task bar (**Slide Show** view)

## **Ctrl + U**

Underline selected text  
Hide the pointer and navigation button in 15 seconds (**Slide Show** view)

## **Ctrl + V**

Paste

## **Ctrl + Alt + V**

Paste Special

## **Ctrl + W**

Close active presentation

## **Ctrl + X**

Cut

## **Ctrl + Y**

### **F4**

Repeat or redo

## **Ctrl + Z**

Undo

## **Ctrl + F1**

Hide and unhide Ribbon

## **Ctrl + F4**

Close active presentation

## **Ctrl + F5**

Present Online

## **Ctrl + F6**

Switch between open PowerPoint presentations – recently opened ones after previously opened ones

## **Ctrl + Shift + F6**

Switch between open PowerPoint presentations – previously opened ones after recently opened ones

# PowerPoint 2016

## **Ctrl + Tab**

Switch between open PowerPoint presentations

## **Ctrl + Space**

Reset all text formatting to default (select all text in **Outline** view, and use this shortcut key)

## **Ctrl + Backspace**

Delete the word just before the insertion point

## **Ctrl + Delete**

Delete the word just after the insertion point

## **Ctrl + Home**

Go to the beginning of the first word in a text container while editing.  
If nothing on your slide is selected, go to the first slide  
Selects first slide (**Slide Sorter** view)

## **Ctrl + End**

Go to the end of the last word in a text container while editing. If nothing on your slide is selected, go to the last slide  
Selects last slide (**Slide Sorter** view)

## **Ctrl + Enter**

Switch to the next text placeholder in the presentation  
Add new slide if no more text placeholders exist

## **Ctrl + Left Arrow**

Go to the beginning of the previous word  
Nudge selected slide object leftwards

## **Ctrl + Right Arrow**

Move cursor to beginning of next word  
Nudge selected slide object rightwards

## **Ctrl + Up Arrow**

Move cursor to start of previous paragraph  
Nudge selected slide object upwards  
Scroll Notes upwards in **Presenter** view

# PowerPoint 2016

## **Ctrl + Down Arrow**

Move cursor to start of next paragraph  
Nudge selected slide object downwards  
Scroll Notes downwards in **Presenter** view

## **Ctrl + Page Up**

Scroll Notes upwards in **Presenter** view

## **Ctrl + Page Down**

Scroll Notes downwards in **Presenter** view

## **Ctrl + Shift + F**

Open Font dialog box, when text is selected

## **Ctrl + Shift + P**

Open Font dialog box, when text is selected

## **Ctrl + Shift + C**

Copy object attributes

## **Ctrl + Shift + V**

Paste object attributes

## **Ctrl + Shift + Home**

Select from cursor location to the beginning of all text (select the text container first)

## **Ctrl + Shift + End**

Select from cursor location to the end of all text (select the text container first)

## **Ctrl + Shift + Tab**

Switch between the Normal View and **Outline** view

## **Ctrl + Shift + Left Arrow**

Select or cancel selection for one word to the left

## **Ctrl + Shift + Right Arrow**

Select or cancel selection for one word to the right

## **Ctrl + Shift + Up Arrow**

Select or cancel selection for one paragraph above

# PowerPoint 2016

## **Ctrl + Shift + Down Arrow**

Select or cancel selection for one paragraph below

## **Ctrl + Shift + >**

Increase font size

## **Ctrl + Shift + <**

Decrease font size

## **Ctrl + <**

Adds new section

## **Ctrl + - (minus),**

- (Just minus key),

or **G**

Zoom out of a slide, or See all slides (**Slide Show** view)

## **G**

Show all slides (**Slide Show** view)

Show all slides with active slide unaffected (**Presenter view**)

## **Ctrl + + (plus),**

+ (Just plus key)

Zoom in a Slide (**Slide Show** view)

## **Ctrl + Shift + =**

## **Ctrl + Shift + Alt + >**

Superscript selected text

## **Ctrl + =**

## **Ctrl + Shift + Alt + <**

Subscript selected text

## Function Key Shortcuts

### **F1**

Open PowerPoint Help Window (all views except **Slide Show** view)

Opens a list of Slide Show shortcut keys (**Slide Show** view)

# PowerPoint 2016

## F2

Activate text editing in a text object such as a placeholder, box, or shape. Press F2 again to deactivate text editing and select the entire text object

Rename Section (when a Section is selected in the **Slides** pane or in **Slide Sorter** view)

Rename Slide Object (when a slide object is selected in the **Selection and Visibility** pane)

## F5

View the slide show from first slide

## F6

Moves among various panes, the QAT, and the Ribbon (**Normal** view)

## Shift + F5

View Slide Show from the current slide onwards

## F7

Spellcheck

## Shift + F7

Thesaurus

## F12

Save as

## Alt Shortcuts

### Alt

Activate Access Keys on the Ribbon

### Alt + A

Access Animations tab of the Ribbon

### Alt + F

### Alt + Shift + F

Open **Backstage** view

### Alt + G

Access Design tab of the Ribbon



# PowerPoint 2016

## **Alt + H**

Access Home tab of the Ribbon

## **Alt + J**

Access Contextual tabs of the Ribbon – results depend on what type of slide object is selected

## **Alt + K**

Access Transitions tab of the Ribbon

## **Alt + L**

Access Developer tab of the Ribbon ([if enabled](#))

## **Alt + M**

Access Slide Master tab of the Ribbon (**Slide Master** view)

## **Alt + N**

Access Insert tab of the Ribbon

## **Alt + P**

Toggle between Play and Pause Buttons for media (Works in **Normal** and **Slide Show** views)

## **Alt + Q**

Stops media playback (Works in **Normal** and **Slide Show** views)

## **Alt + R**

Access Review tab of the Ribbon

## **Alt + S**

Access Slide Show tab of the Ribbon

## **Alt + U**

Mute (works in **Normal** and **Slide Show** views)

## **Alt + W**

Access View tab of the Ribbon

## **Alt + Esc**

Switches to the next open application

## **Alt + F2**

Save As

# PowerPoint 2016

**Alt + F4**

Close

**Alt + F5**

Opens **Presenter** View

**Alt + F8**

Show Macro dialog box

**Alt + F9**

Show/Hide Guides

**Alt + F10**

Show Selection Task Pane

**Alt + F11**

Access Microsoft Visual Basic for Applications environment

**Alt + Shift + F9**

Show/Hide Rulers

**Alt+ Shift + A**

Show all text or Headings (**Outline** view)

**Alt + Shift + D**

Show Header and Footer dialog box

**Alt + Tab**

Switch to next application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

**Alt + Shift + Tab**

Switch to previous application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

**Alt + Shift + Left Arrow**

Promote (for selected text on the slide or in the **Outline** view)

**Alt + Shift + Right Arrow**

Demote (for selected text on the slide or in the **Outline** view)

**Alt + Shift + Up Arrow**

Move up (for selected text on the slide or in the **Outline** view)

# PowerPoint 2016

## **Alt + Shift + Down Arrow**

Move down (for selected text on the slide or in the **Outline** view)

## **Alt + Shift + 1**

Hide everything except titles within the **Outline** view  
Collapse all groups within the Selection and Visibility pane

## **Alt + Shift + 9**

Show all content within **Outline** view  
Expand all groups within the Selection and Visibility pane

## **Alt + Shift + +**

Expand text for selected title within **Outline** view

## **Alt + Shift + -**

Collapse text for selected title within **Outline** view

## **Alt + Shift + Page Down**

Seek media ahead; like a **Forward** button (works in **Normal** and **Slide Show** views)

## **Alt + Shift + Page Up**

Seek media backwards; like a **Rewind** button (works in **Normal** and **Slide Show** views)

## **Alt + End**

Go to the next Bookmark for media clip (works in **Normal** and **Slide Show** views)

## **Alt + Home**

Go to the previous Bookmark for media clip (works in **Normal** and **Slide Show** views)

## **Alt + Up Arrow**

Increase the volume (works in **Normal** and **Slide Show** views)

## **Alt + Down Arrow**

Decrease the volume (works in **Normal** and **Slide Show** views)

## **Alt + Left Arrow**

Rotate slide object counter-clockwise by 15 degrees

# PowerPoint 2016

## **Alt + Right Arrow**

Rotate slide object clockwise by 15 degrees

## Shift Shortcuts

### **Tab**

Move to the subsequent cell within a **Table**

Activate the next option or option group within **Dialog box**

Select next slide object on **Slide** (when one object is selected)

Go to next hyperlink in **Slide Show** view (if hyperlinks exist)

### **Shift + Tab**

Move to the preceding cell within a **Table**

Activate the previous option or option group within **Dialog box**

Select previous slide object on **Slide** (when one object is selected)

Go to previous hyperlink in **Slide Show** view (if hyperlinks exist)

### **Shift + F3**

Cycle case of selected text (Sentence, Lowercase, and Uppercase).

Won't work for text set to All Caps in the Font dialog box -- to bring up the Font dialog box, press the Ctrl + T shortcut key)

### **Shift + F4**

Repeat last **Find** action, after the **Find dialog box** is closed

### **Shift + F6**

Move to a pane from another pane in the program window (works counterclockwise)

### **Shift + F9**

Show or hide the grid

### **Shift + F10**

Display the right-click contextual menu for the selected object

### **Shift + Left Arrow**

Select or deselect one character to the left

### **Shift + Right Arrow**

Select or deselect one character to the right

### **Shift + Up Arrow**

Select or deselect text one line up

# PowerPoint 2016

## **Shift + Down Arrow**

Select or deselect text one line down

## **Shift + Home**

Select or deselect text to the beginning of the line.

## **Shift + End**

Select or deselect text to the end of the line

## **Shift + Ctrl + Home**

Select or deselect all text from the cursor to the start of the active text object

## **Shift + Ctrl + End**

Select or deselect all text from the cursor to the end of the active text object

## Other Shortcuts

### **Home**

Move cursor to beginning of current line of text  
Select first slide (**Slide Sorter** view)

### **End**

Move cursor to end of current line of text  
Select last slide (**Slide Sorter** view)

### **Page Up**

Move to previous slide (**Normal** and **Slide Show** views)

### **Page Down**

Move to next slide (**Normal** and **Slide Show** views)

### **Backspace**

Delete one character to the left (when text within a text box, placeholder, or shape is active)

### **Backspace, P, or Left Arrow**

Move to previous slide or previous animation (**Slide Show** view)

### **Spacebar, N, or Right Arrow**

Move to next slide or next animation (**Slide Show** view)

# PowerPoint 2016

## Delete

Delete one character to the right (when text within a text box, placeholder, or shape is active)

## <Number> + Enter

Goes to the slide of that number (**Slide Show** view)

## B

Pause the slide show and display a black screen - Press B again to resume the show (**Slide Show** view)

## E

Erase on-screen annotations (**Slide Show** view)

## H

Go to next hidden slide (**Slide Show** view)

## M

Use mouse-click to advance while rehearsing (**Slide Show** view)

## O

Use original timings while rehearsing (**Slide Show** view)

## T

Set new timings while rehearsing (**Slide Show** view)

## W

Pause the show and display a white screen - Press W again to resume the show (**in Slide Show view**)

## S or Pause

Stop the show, and freeze the screen. Press S again to restart the show (**Slide Show** view)

## Esc

End the slide show (**Slide Show** view)  
Cancel a menu or dialog box action

## Enter

Add text within selected object such as a shape or placeholder

# PowerPoint 2016

## Left Arrow

Move cursor towards left on slide (**Normal** view)  
Select previous slide (**Slide Sorter** view)

## Right Arrow

Move cursor towards right on slide (**Normal** view)  
Select next slide (**Slide Sorter** view)

## Up Arrow

Move cursor upwards on slide (**Normal** view)  
Select slide upwards (**Slide Sorter** view)

## Down Arrow

Move cursor downwards on slide (**Normal** view)  
Select slide downwards (**Slide Sorter** view)

## Keyboard Sequences

### Animation Sequences

*First access the Animation Task pane:*

#### **Alt+A > C**

Bring up the Animation Task pane

*Then reorder your animations:*

#### **Alt+A > E**

Move the selected animation to play one step earlier

#### **Alt+A > L**

Move the selected animation to play one step later

### Selection

#### **Alt+H > G > P**

Bring up the Selection Pane

#### **Ctrl+Spacebar > C**

Closes active Task Pane



# PowerPoint 2016

## Working with Slides

### **Alt+H > I > L**

Open Insert Outline dialog box

### **Alt+H > F > O**

Show the Office Clipboard Task pane

### **Alt+H > I > R**

Bring up Reuse Slides Task pane

### **Alt+N > T > X**

Insert Excel Spreadsheet

### **Alt+R > R**

Open the **Insights** Task pane -- this is same Task Pane that was known as the **Review** Task Pane in previous versions of PowerPoint

### **Alt+S > H**

Hide / Unhide the selected slide

### **Alt+W > N**

Open a new window containing a view of the current presentation

### **Alt+H > Q**

Reset the position, size, and formatting of the slide placeholders to their default settings

### **Alt+N > C**

Bring up the Insert Chart dialog box

### **Alt+S > N > R**

Start recording from current slide

### **Alt+W > E**

Cascade the open document windows on the screen so that they overlap

### **Alt+W > F**

Fits the slide to current window

# PowerPoint 2016

## **Alt+W > X**

Bring up the Grid and Guides dialog box  
Backstage View Options

## **Alt+F > I**

Bring up the Info Pane

## **Alt+F > T**

Bring up the PowerPoint Options dialog box

## **Alt+F > H**

Bring up the Share Pane

## **Alt+F > E**

Bring up the Export Pane

## **Alt+F > D**

Bring up the Account Pane

## Aligning and Distributing Slide Objects

*First make sure you choose whether you want to align objects to each other or to the slide:*

### **Alt+H > G > A > O**

Align Selected Objects to Each Other

### **Alt+H > G > A > A**

Align Selected Objects to Slide

*Then choose the Alignment options:*

### **Alt+H > G > A > B**

Align objects Bottom

### **Alt+H > G > A > C**

Align objects Center

### **Alt+H > G > A > L**

Align objects Left

### **Alt+H > G > A > M**

Align objects Middle

# PowerPoint 2016

## **Alt+H > G > A > R**

Align objects Right

## **Alt+H > G > A > T**

Align objects Top

*You can also distribute selected slide objects:*

## **Alt+H > G > A > H**

Distribute objects Horizontally

## **Alt+H > G > A > V**

Distribute objects Vertically

## Working with Themes and Backgrounds

### **Alt+G > T > F > C**

Bring up the Format Background Task pane

### **Alt+G > H > M**

Bring up the Choose Theme or Themed Document dialog box

### **Alt+G > H > S**

Bring up the Save Current Theme dialog box

### **Alt+G > V > C > C**

Bring up the Create New Theme Colors dialog box

### **Alt+G > V > F > C**

Bring up the Create New Theme Fonts dialog box

## PowerPoint Views

### **Alt+W > L**

Normal View

### **Alt+W > D**

Reading View

### **Alt+W > H**

Handout Master view

# PowerPoint 2016

**Alt+W > T**

Notes Page view

**Alt+W > I**

Slide Sorter view

**Alt+W > K**

Notes Master view

**Alt+W > M**

Slide Master view

**Alt+W > P > O**

Outline view

**Alt+S > B (also F5)**

Slide Show View from first slide

**Alt+S > C (also Shift + F5)**

Slide Show View from current slide

# PowerPoint 2013

## Ctrl Shortcuts

### Ctrl + A

Select all slide objects (**Normal** view)  
 Select all slides (**Slides** tab and **Slide Sorter** view)  
 Select all text (in **Outline** view)  
 Change the pointer to an arrow (**Slide Show** view)

### Ctrl + B

Bold selected text

### Ctrl + C

Copy

### Ctrl + D

Duplicate slide objects (**Normal** view)  
 Duplicate slides (**Slide Sorter** view, and in Slides pane within **Normal** view)  
 Duplicate selected Layout or selected Slide Master (**Slide Master** view)

### Ctrl + Shift + D

Duplicate active slide

### Ctrl + E

Center Align selected text (**Normal** view)  
 Change Pointer to Eraser (**Slide Show** view)

### Ctrl + F

Open the Find dialog box

### Ctrl + G

Group selected slide objects

### Ctrl + Shift + G

Ungroup

### Ctrl + H

Open Replace dialog box  
 Hide Pointer and Navigation buttons (**Slide Show** view)

### Ctrl + Shift + H **New for 2013**

Show/Hides Notes pane

### Tip

These shortcuts for **PowerPoint 2013** require that you press the **Shift**, **Ctrl**, or **Alt** keys as you click the View buttons on the right side of the Status Bar:

#### **Shift + Normal View**

Access Slide Master view

#### **Shift + Slide Sorter View**

Access Handout Master view

#### **Shift + Slide Show** or **Shift + Reading View**

Access the Set Up Show dialog box

#### **Ctrl + Reading View** or **Alt + Reading View**

Goes to Browsed by an Individual view

#### **Ctrl + Slide Show**

Brings up the Present Online option

#### **Alt + Normal View**

Brings up the Outline pane

#### **Alt + Slide Show**

Goes to a quarter screen Slide Show

# PowerPoint 2013

## **Ctrl + Shift + N** **New for 2013**

Duplicates active presentation

## **Ctrl + I**

Italicize selected text

## **Ctrl + J**

Justify selected text

## **Ctrl + K**

Insert hyperlink

## **Ctrl + L**

Left align selected text

## **Ctrl + M**

Insert New Slide (**Normal** and **Slide Sorter**)

Insert New Master (**Slide Master** view)

## **Ctrl + N**

Create New Presentation

## **Ctrl + O**

Open presentation

## **Ctrl + P**

## **Ctrl + F2**

## **Ctrl + Shift + F12**

Opens the Print pane in **Backstage** view for the active presentation

Changes Pointer to Pen (**Slide Show** view -- **Ctrl + P** only)

## **Ctrl + Q**

Exit PowerPoint

## **Ctrl + R**

Right align selected text

## **Ctrl + S**

Save (for presentations saved at least once)

Save As (for presentations never saved)

Opens All Slides dialog box (**Slide Show** view)

# PowerPoint 2013

## **Ctrl + T**

Opens Font dialog box (select the text container first)  
Display the computer task bar (**Slide Show** view)

## **Ctrl + U**

Underline selected text  
Hide the pointer and navigation button (**Slide Show** view)

## **Ctrl + V**

Paste

## **Ctrl + Alt + V**

Paste Special

## **Ctrl + W**

Close active presentation

## **Ctrl + X**

Cut

## **Ctrl + Y**

### **F4**

Repeat or redo

## **Ctrl + Z**

Undo

## **Ctrl + F1**

Hide and unhide Ribbon

## **Ctrl + F4**

Close active presentation

## **Ctrl + F5**

Present Online, earlier known as Broadcast Slideshow (**Normal** View)

## **Ctrl + F6**

Switch between open PowerPoint presentations – recently opened ones after previously opened ones



# PowerPoint 2013

## **Ctrl + Shift + F6**

Switch between open PowerPoint presentations – previously opened ones after recently opened ones

## **Ctrl + F12**

Open presentation

## **Ctrl + Tab**

Switch between open PowerPoint presentations

## **Ctrl + Space**

Reset all text formatting to default (select all text in **Outline** view, and use this shortcut key)

## **Ctrl + Backspace**

Delete the word just before the insertion point

## **Ctrl + Delete**

Delete the word just after the insertion point

## **Ctrl + Home**

Go to the beginning of the first word in a text container while editing.  
If nothing on your slide is selected, go to the first slide  
Selects first slide (**Slide Sorter** view)

## **Ctrl + End**

Go to the end of the last word in a text container while editing. If nothing on your slide is selected, go to the last slide  
Selects last slide (**Slide Sorter** view)

## **Ctrl + Enter**

Switch to the next text placeholder in the presentation  
Add new slide if no more text placeholders exist

## **Ctrl + Left Arrow**

Go to the beginning of the previous word  
Nudge selected slide object leftwards

## **Ctrl + Right Arrow**

Move cursor to beginning of next word  
Nudge selected slide object rightwards

# PowerPoint 2013

## **Ctrl + Up Arrow**

Move cursor to start of previous paragraph  
Nudge selected slide object upwards  
Scroll Notes upwards in **Presenter** view

## **Ctrl + Down Arrow**

Move cursor to start of next paragraph  
Nudge selected slide object downwards  
Scroll Notes downwards in **Presenter** view

## **Ctrl + Page Up**

Scroll Notes upwards in **Presenter** view

## **Ctrl + Page Down**

Scroll Notes downwards in **Presenter** view

## **Ctrl + Shift + F**

Open Font dialog box, when text is selected

## **Ctrl + Shift + P**

Open Font dialog box, when text is selected

## **Ctrl + Shift + C**

Copy object attributes

## **Ctrl + Shift + V**

Paste object attributes

## **Ctrl + Shift + Home**

Select from cursor location to the beginning of all text (select the text container first)

## **Ctrl + Shift + End**

Select from cursor location to the end of all text (select the text container first)

## **Ctrl + Shift + Tab**

Switch between the **Normal** View and **Outline** view

## **Ctrl + Shift + Left Arrow**

Select or cancel selection for one word to the left

# PowerPoint 2013

## **Ctrl + Shift + Right Arrow**

Select or cancel selection for one word to the right

## **Ctrl + Shift + Up Arrow**

Select or cancel selection for one paragraph above

## **Ctrl + Shift + Down Arrow**

Select or cancel selection for one paragraph below

## **Ctrl + Shift + > or Ctrl + ]**

Increase font size

## **Ctrl + Shift + < or Ctrl + [**

Decrease font size

## **Ctrl + < New for 2013**

Adds a new section

## **Ctrl + - (minus), just - (minus), or G New for 2013**

Zoom out of a slide, or See all slides (**Slide Show** view)

## **G**

Show all slides (**Slide Show** view)

Show all slides with active slide unaffected (**Presenter** view)

## **Ctrl + + (plus) or + New for 2013**

Zoom in a slide (**Slide Show** view)

## **Ctrl + Shift + =**

## **Ctrl + Shift + Alt + >**

Superscript selected text

## **Ctrl + =**

## **Ctrl + Shift + Alt + <**

Subscript selected text

## Alt Shortcuts

### **Alt**

Activate Access Keys on the Ribbon

### **Alt + A**

Access Animations tab of the Ribbon

# PowerPoint 2013

## **Alt + F**

### **Alt + Shift + F**

Open Backstage view

## **Alt + G**

Access Design tab of the Ribbon

## **Alt + H**

Access Home tab of the Ribbon

## **Alt + J**

Access Contextual tabs of the Ribbon – results depend on what type of slide object is selected

## **Alt + K**

Access Transitions tab of the Ribbon

## **Alt + L**

Access Developer tab of the Ribbon ([if enabled](#))

## **Alt + M**

Access Slide Master tab of the Ribbon (**Slide Master** view)

## **Alt + N**

Access Insert tab of the Ribbon

## **Alt + P**

Toggle between Play and Pause Buttons for media (Works in **Normal** and **Slide Show** views)

## **Alt + Q**

Stops media playback (Works in **Normal** and **Slide Show** views)

## **Alt + R**

Access Review tab of the Ribbon

## **Alt + S**

Access Slide Show tab of the Ribbon

## **Alt + U**

Mute (works in **Normal** and **Slide Show** views)

### Tip

F10 behaves like a single press of the Alt key in that it brings up a list of all top level Alt combinations.

Thanks to Jamie Garroch for this tip!

# PowerPoint 2013

## **Alt + W**

Access View tab of the Ribbon

## **Alt + Esc**

Switches to the next open application

## **Alt + F2**

Save As

## **Alt + F4**

Close

## **Alt + F5** **New for 2013**

Opens **Presenter** View

## **Alt + F8**

Show Macro dialog box

## **Alt + F9**

Show/Hide Guides

## **Alt + F10**

Show Selection Task Pane

## **Alt + F11**

Access Microsoft Visual Basic for Applications environment

## **Alt + Shift + F9**

Show/Hide Rulers

## **Alt + Shift + A**

Show all text or Headings (**Outline** view)

## **Alt + Shift + D**

Show Header and Footer dialog box

## **Alt + Tab**

Switch to next application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

## **Alt + Shift + Tab**

Switch to previous application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

# PowerPoint 2013

## **Alt + Shift + Left Arrow**

Promote (for selected text on the slide or in the **Outline** view)

## **Alt + Shift + Right Arrow**

Demote (for selected text on the slide or in the **Outline** view)

## **Alt + Shift + Up Arrow**

Move up (for selected text on the slide or in the **Outline** view)

## **Alt + Shift + Down Arrow**

Move down (for selected text on the slide or in the **Outline** view)

## **Alt + Shift + 1**

Hide everything except titles within the **Outline** view  
Collapse all groups within the **Selection and Visibility** pane

## **Alt + Shift + 9**

Show all content within **Outline** view  
Expand all groups within the **Selection and Visibility** pane

## **Alt + Shift + +**

Expand text for selected title within **Outline** view

## **Alt + Shift + -**

Collapse text for selected title within **Outline** view

## **Alt + Shift + Page Down**

Seek media ahead; like a Forward button (works in **Normal** and **Slide Show** views)

## **Alt + Shift + Page Up**

Seek media backwards; like a Rewind button (works in **Normal** and **Slide Show** views)

## **Alt + End**

Go to the next Bookmark for media clip (works in **Normal** and **Slide Show** views)

## **Alt + Home**

Go to the previous Bookmark for media clip (works in **Normal** and **Slide Show** views)

# PowerPoint 2013

## **Alt + Up Arrow**

Increase the volume (works in **Normal** and **Slide Show** views)

## **Alt + Down Arrow**

Decrease the volume (works in **Normal** and **Slide Show** views)

## **Alt + Left Arrow**

Rotate slide object counter-clockwise by 15 degrees

## **Alt + Right Arrow**

Rotate slide object clockwise by 15 degrees

## Shift Shortcuts

### **Tab**

Move to the subsequent cell within a **Table**

Activate the next option or option group within **Dialog box**

Select next slide object on **Slide** (when one object is selected)

Go to next hyperlink in **Slide Show** view (if hyperlinks exist)

### **Shift + Tab**

Move to the preceding cell within a **Table**

Activate the previous option or option group within **Dialog box**

Select previous slide object on **Slide** (when one object is selected)

Go to previous hyperlink in **Slide Show** view (if hyperlinks exist)

### **Shift + F3**

Cycle case of selected text (Sentence, Lowercase, and Uppercase).

Won't work for text set to **All Caps** in the Font dialog box -- to bring

up the Font dialog box, press the **Ctrl + T** shortcut key)

### **Shift + F4**

Repeat last **Find** action, after the **Find dialog box** is closed

### **Shift + F6**

Move to a pane from another pane in the program window (works counterclockwise)

### **Shift + F9**

Show or hide the grid

# PowerPoint 2013

## **Shift + F10**

Display the right-click contextual menu for the selected object

## **Shift + Left Arrow**

Select or deselect one character to the left

## **Shift + Right Arrow**

Select or deselect one character to the right

## **Shift + Up Arrow**

Select or deselect text one line up

## **Shift + Down Arrow**

Select or deselect text one line down

## **Shift + Home**

Select or deselect text to the beginning of the line.

## **Shift + End**

Select or deselect text to the end of the line

## **Shift + Ctrl + Home**

Select or deselect all text from the cursor to the start of the active text object

## **Shift + Ctrl + End**

Select or deselect all text from the cursor to the end of the active text object

## Function Key Shortcuts

### **F1**

Open PowerPoint Help Window (all views except **Slide Show** view)  
Opens a list of Slide Show shortcut keys (**Slide Show** view)

### **F2**

Activate text editing in a text object such as a placeholder, box, or shape. Press **F2** again to deactivate text editing and select the entire text object  
Rename Section (when a Section is selected in the **Slides** pane or in **Slide Sorter** view)  
Rename Slide Object (when a slide object is selected in the **Selection and Visibility** pane)



# PowerPoint 2013

## **F5**

View the slide show from first slide

## **Shift + F5**

View Slide Show from the current slide onwards

## **F6**

Moves among various panes, the QAT, and the Ribbon (**Normal** view)

## **F7**

Spellcheck

## **Shift + F7**

Thesaurus

## **F12**

Save as

## Other Shortcuts

### **Home**

Move cursor to beginning of current line of text  
Select first slide (**Slide Sorter** view)

### **End**

Move cursor to end of current line of text  
Select last slide (**Slide Sorter** view)

### **Page Up**

Move to previous slide (**Normal** and **Slide Show** views)

### **Page Down**

Move to next slide (**Normal** and **Slide Show** views)

### **Backspace**

Delete one character to the left (when text within a text box, placeholder, or shape is active)

### **Backspace, P, or Left Arrow**

Move to previous slide or previous animation (**Slide Show** view)

# PowerPoint 2013

## **Spacebar, N, or Right Arrow**

Move to next slide or next animation (**Slide Show** view)

## **<Number> + Enter**

Goes to the slide of that number (**Slide Show** view)

## **B (or W)**

Pause the slide show and display a black (or white) screen - Press B again to resume the show (**Slide Show** view)

## **S or Pause**

Stop the show, and freeze the screen. Press **S** again to restart the show (**Slide Show** view)

## **E**

Erase on-screen annotations (**Slide Show** view)

## **H**

Go to next hidden slide (**Slide Show** view)

## **M**

Use mouse-click to advance while rehearsing (**Slide Show** view)

## **O**

Use original timings while rehearsing (**Slide Show** view)

## **T**

Set new timings while rehearsing (**Slide Show** view)

## **Esc**

End the slide show (**Slide Show** view)

Cancel a menu or dialog box action

## **Enter**

Add text within selected object such as a shape or placeholder

## **Delete**

Delete one character to the right (when text within a text box, placeholder, or shape is active)

## **Left Arrow**

Move cursor towards left on slide (**Normal** view)

Select previous slide (**Slide Sorter** view)

# PowerPoint 2013

## Right Arrow

Move cursor towards right on slide (**Normal** view)  
Select next slide (**Slide Sorter** view)

## Up Arrow

Move cursor upwards on slide (**Normal** view)  
Select slide upwards (**Slide Sorter** view)

## Down Arrow

Move cursor downwards on slide (**Normal** view)  
Select slide downwards (**Slide Sorter** view)

## Keyboard Sequences

### Animation Sequences

*First access the Animation Task pane:*

#### **Alt+A > C**

Bring up the Animation Task pane

*Then reorder your animations:*

#### **Alt+A > E**

Move the selected animation to play one step earlier

#### **Alt+A > L**

Move the selected animation to play one step later

### Selection

#### **Alt+H > G > P**

Bring up the Selection Pane

#### **Ctrl+Spacebar > C**

Closes active Task Pane

### Working with Slides

#### **Alt+H > I > L**

Open Insert Outline dialog box

# PowerPoint 2013

**Alt+H > F > O**

Show the Office Clipboard Task pane

**Alt+H > I > R**

Bring up Reuse Slides Task pane

**Alt+N > T > X**

Insert Excel Spreadsheet

**Alt+R > R**

Open the Research Task pane

**Alt+S > H**

Hide / Unhide the selected slide

**Alt+W > N**

Open a new window containing a view of the current presentation

**Alt+H > Q**

Reset the position, size, and formatting of the slide placeholders to their default settings

**Alt+N > C**

Bring up the Insert Chart dialog box

**Alt+S > N > R**

Start recording from current slide

**Alt+W > E**

Cascade the open document windows on the screen so that they overlap

**Alt+W > F**

Fits the slide to current window

**Alt+W > X**

Bring up the Grid and Guides dialog box

## Backstage View Options

**Alt+F > I**

Bring up the Info Pane

# PowerPoint 2013

## **Alt+F > T**

Bring up the PowerPoint Options dialog box

## **Alt+F > H**

Bring up the Share Pane

## **Alt+F > E**

Bring up the Export Pane

## **Alt+F > D**

Bring up the Account Pane

## Aligning and Distribute Slide Objects

*First make sure you choose whether you want to align objects to each other or to the slide:*

### **Alt+H > G > A > O**

Align Selected Objects to Each Other

### **Alt+H > G > A > A**

Align Selected Objects to Slide

*Then choose the Alignment options:*

### **Alt+H > G > A > B**

Align objects Bottom

### **Alt+H > G > A > C**

Align objects Center

### **Alt+H > G > A > L**

Align objects Left

### **Alt+H > G > A > M**

Align objects Middle

### **Alt+H > G > A > R**

Align objects Right

### **Alt+H > G > A > T**

Align objects Top

# PowerPoint 2013

You can also distribute selected slide objects:

## **Alt+H > G > A > H**

Distribute objects Horizontally

## **Alt+H > G > A > V**

Distribute objects Vertically

## Working with Themes and Backgrounds

### **Alt+G > T > F > C**

Bring up the Format Background Task pane

### **Alt+G > H > M**

Bring up the Choose Theme or Themed Document dialog box

### **Alt+G > H > S**

Bring up the Save Current Theme dialog box

### **Alt+G > V > C > C**

Bring up the Create New Theme Colors dialog box

### **Alt+G > V > F > C**

Bring up the Create New Theme Fonts dialog box

## PowerPoint Views

### **Alt+W > L**

**Normal** view

### **Alt+W > D**

**Reading** view

### **Alt+W > H**

**Handout Master** view

### **Alt+W > T**

**Notes Page** view

### **Alt+W > I**

**Slide Sorter** view

### Indezine Feedback

*"I love this site!! It has provided me with inspiring PowerPoints that have moved my audience with my messages. Having creative PowerPoints make the presentation -- and Indezine makes the presentation sensational!!"*

- An authentic visitor testimonial.

# PowerPoint 2013

**Alt+W > K**  
**Notes Master** view

**Alt+W > M**  
**Slide Master** view

**Alt+W > P > O**  
**Outline** view

**Alt+S > B (also F5)**  
**Slide Show** view from first slide

**Alt+S > C (also Shift + F5)**  
**Slide Show** view from current slide

## Ctrl Shortcuts

### Ctrl + A

Select all slide objects (**Normal** view)  
Select all slides (**Slides** tab and **Slide Sorter** view)  
Select all text (in **Outline** tab)  
Changes the pointer to an arrow (**Slide Show** view)

### Ctrl + B

Bold selected text

### Ctrl + C

Copy

### Ctrl + D

Duplicate slide objects (**Normal** view)  
Duplicate slides (**Slide Sorter** view, and in Slides pane within **Normal** view)  
Duplicate selected Layout or selected Master (**Slide Master** view)

### Ctrl + Shift + D

Duplicates active slide

### Ctrl + E

Center Align selected text (**Normal** view)  
Change Pointer to Eraser (**Slide Show** view)

### Ctrl + F

Opens the Find dialog box

### Ctrl + G

Group selected slide objects

### Ctrl + Shift + G

Ungroup

### Ctrl + H

Opens Replace dialog box  
Hide Pointer and Navigation buttons (**Slide Show** view)

### Ctrl + I

Italicize selected text

### Tip

These shortcuts require that you press the **Shift** or **Ctrl** keys as you click the View buttons near the Status Bar:

### Shift + Normal View

Goes to Slide Master view (2003, 2007, and 2010)

### Shift + Slide Sorter View

Goes to Handout Master view (2003, 2007, and 2010)

### Shift + Slide Show

Goes to Set Up Show dialog box (2003, 2007, and 2010)

### Shift + Reading View

Goes to Set Up Show dialog box (2010 only)

### Ctrl + Reading View

Goes to Browsed by an Individual view (2010 only)

### Ctrl + Slide Show

Goes to a quarter screen Slide Show view (2003, 2007, and 2010)



# PowerPoint 2010

## Ctrl + J

Justify selected text

## Ctrl + K

Insert hyperlink

## Ctrl + L

Left align selected text

## Ctrl + M

Insert New Slide (**Normal** and **Slide Sorter**)

Inserts New Master (**Slide Master** view)

## Ctrl + N

Create New Presentation

## Ctrl + O

Open presentation

## Ctrl + P

## Ctrl + F2

## Ctrl + Shift + F12

Opens the Print pane in Backstage view for the active presentation

Changes Pointer to Pen (**Slide Show** view -- **Ctrl + P** only)

## Ctrl + Q

Exit PowerPoint

## Ctrl + R

Right align selected text

## Ctrl + S

Save (for presentations saved at least once)

Save As (for presentations never saved)

Opens All Slides dialog box (**Slide Show** view)

## Ctrl + T

Opens Font dialog box (select the text container first)

Display the computer task bar (**Slide Show** view)

### Indezine Feedback

*"Simple comment - I love it!"*

- An authentic visitor testimonial.

**Ctrl + U**

Underlines selected text

Hide the pointer and navigation button in 15 seconds (**Slide Show** view)

**Ctrl + V**

Paste

**Ctrl + Alt + V**

Paste Special

**Ctrl + W**

Close active presentation

**Ctrl + X**

Cut

**Ctrl + Y****F4**

Repeat or redo

**Ctrl + Z**

Undo

**Ctrl + F1**

Hide and unhide Ribbon

**Ctrl + F4**

Close active presentation

**Ctrl + F5**

Broadcast Slideshow (**Normal** View)

**Ctrl + F6**

Switch between open PowerPoint presentations – recently opened ones after previously opened ones

**Ctrl + Shift + F6**

Switch between open PowerPoint presentations – previously opened ones after recently opened ones

**Ctrl + F12**

Open presentation

**Tip**

PowerPoint does not allow you to create your own keyboard shortcuts unlike some other programs. But there are workarounds for this omission!

**Shortcut Manager for PowerPoint** is a third-party add-in created by Chirag Dalal that allows you to customize your PowerPoint keyboard shortcuts, and also associate keyboard shortcuts with VBA macros.

**Shortcut Manager for PowerPoint** plugs seamlessly right into PowerPoint. It works on all Windows versions of PowerPoint right from versions 2000 to 2010.

# PowerPoint 2010

## **Ctrl + Tab**

Switch between open PowerPoint presentations

## **Ctrl + Space**

Reset all text formatting to default (select all text in **Outline pane**, and use this shortcut key)

## **Ctrl + Backspace**

Deletes the word just before the insertion point

## **Ctrl + Delete**

Deletes the word just after the insertion point

## **Ctrl + Home**

Goes to the beginning of the first word in a text container while editing. If nothing on your slide is selected, go to the first slide  
Selects first slide (**Slide Sorter** view)

## **Ctrl + End**

Goes to the end of the last word in a text container while editing. If nothing on your slide is selected, go to the last slide  
Selects last slide (**Slide Sorter** view)

## **Ctrl + Enter**

Switches to the next text placeholder in the presentation  
Adds new slides if no more text placeholders exist

## **Ctrl + Left Arrow**

Goes to the beginning of the previous word  
Nudge selected slide object leftwards

## **Ctrl + Right Arrow**

Moves cursor to beginning of next word  
Nudge selected slide object rightwards

## **Ctrl + Up Arrow**

Moves cursor to start of previous paragraph  
Nudge selected slide object upwards  
Scroll Notes upwards in **Presenter** view

### **Indezine Feedback**

*"I wanted to thank you for providing such wonderful materials. Not only are they free but the automatic mail service saves me so much time. I have since moved to another position at our college, and your work will enable me to make life a bit brighter for both our students and staff.."*

# PowerPoint 2010

## **Ctrl + Down Arrow**

Moves cursor to start of next paragraph  
Nudge selected slide object downwards  
Scroll Notes downwards in **Presenter** view

## **Ctrl + Shift + F**

Font dialog box, when text is selected

## **Ctrl + Shift + P**

Font dialog box, when text is selected

## **Ctrl + Shift + C**

Copy object attributes

## **Ctrl + Shift + V**

Paste object attributes

## **Ctrl + Shift + Home**

Select from cursor location to the beginning of all text (select the text container first)

## **Ctrl + Shift + End**

Select from cursor location to the end of all text (select the text container first)

## **Ctrl + Shift + Tab**

Switches between the Slides tab, the Outline tab, and the Slides pane (all in **Normal** view).

## **Ctrl + Shift + Left Arrow**

Select or cancel selection for one word to the left

## **Ctrl + Shift + Right Arrow**

Select or cancel selection for one word to the right

## **Ctrl + Shift + Up Arrow**

Select or cancel selection for one paragraph above

## **Ctrl + Shift + Down Arrow**

Select or cancel selection for one paragraph below

## **Ctrl + Shift + > or Ctrl + ]**

Increase font size

### Tip

This shortcut requires that you use the **Ctrl** key along with the scrolling wheel on your mouse:

Press the **Ctrl** key and scroll the wheel towards yourself to zoom out.

Press the **Ctrl** key and scroll the wheel away from yourself to zoom in.

This trick works with the active slide in Normal view. It also works within both the Slides and Outline

# PowerPoint 2010

**Ctrl + Shift + < or Ctrl + I**  
Decrease font size

**Ctrl + Shift + =**  
**Ctrl + Shift + Alt + >**  
Superscript selected text

**Ctrl + =**  
**Ctrl + Shift + Alt + <**  
Subscript selected text

## Alt Shortcuts

**Alt**  
Activate Access Keys on the Ribbon

**Alt + A**  
Access Animation tab of the Ribbon

**Alt + D**  
Access Developer tab of the Ribbon (tab should not be disabled)

**Alt + F**  
**Alt + Shift + F**  
Opens **Backstage** view

**Alt + G**  
Access Design tab of the Ribbon

**Alt + H**  
Access Home tab of the Ribbon

**Alt + J**  
Access Contextual tabs of the Ribbon – results depend on what type of slide object is selected

**Alt + K**  
Access Transitions tab of the Ribbon

**Alt + L**  
Access Developer tab of the Ribbon ([if enabled](#))

### Indezine Feedback

*"I really enjoy using this site. It makes my job as the media person a whole lot easier. Thanks a bunch!!!"*

# PowerPoint 2010

## **Alt + M**

Access Slide Master tab of the Ribbon (**Slide Master** view)

## **Alt + N**

Access Insert tab of the Ribbon

## **Alt + P**

Toggle between Play and Pause Buttons for media (Works in **Normal** and **Slide Show** views)

## **Alt + Q**

Stops media playback (Works in **Normal** and **Slide Show** views)

## **Alt + R**

Access Review tab of the Ribbon

## **Alt + S**

Access Slide Show tab of the Ribbon

## **Alt + U**

Mute (works in **Normal** and **Slide Show** views)

## **Alt + W**

Access View tab of the Ribbon

## **Alt + Esc**

Switches to the next open application

## **Alt + F2**

Save As

## **Alt + F4**

Close

## **Alt + F5**

Restore Window

## **Alt + F8**

Show Macro dialog box

## **Alt + F9**

Show/Hide Guides

### Tip

A reader asked if there were any shortcut keys that could let her go from **Normal** to **Slide Sorter** view? What you need to do is quickly press the **Alt+V** keyboard shortcut to bring the View tab of the Ribbon in focus -- and then press the **D** key immediately thereafter. So you would use the **Alt+V > D** sequence to get to Slide Sorter view.

Fortunately, you can quickly access all PowerPoint views with similar keyboard sequences:

Normal: **Alt+V > N**

Slide Sorter: **Alt+V > D**

Slide Show: **Alt+V > W**  
(also **F5**)

Notes Page: **Alt+V > P**

You can use the **Alt+V > Z** sequence to bring up the Zoom dialog box -- this however will not work in Slide Show view.

More keyboard sequences can be found in page 35.

# PowerPoint 2010

## **Alt + F10**

Show Selection and Visibility Task Pane

## **Alt + F11**

Access Microsoft Visual Basic for Applications environment

## **Alt + Shift + F9**

Show/Hide Rulers

## **Alt + Shift + A**

Show all text or Headings (**Outline** pane)

## **Alt + Shift + D**

Show Header and Footer dialog box

## **Alt + Tab**

Switch to next application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

## **Alt + Shift + Tab**

Switch to previous application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

## **Alt + Down Arrow**

Open a selected drop-down list (in **dialog boxes**)

## **Alt + Shift + Left Arrow**

Promote (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Right Arrow**

Demote (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Up Arrow**

Move up (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Down Arrow**

Move down (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + 1**

Hides everything except titles within **Outline** tab

Collapses all groups within the **Selection and Visibility** pane

### **Indezine Feedback**

*"Until I found this site, I didn't really do much with PowerPoint. Just looking at the designs is inspiring! This site is wonderful!"*

- An authentic visitor testimonial.

# PowerPoint 2010

## **Alt + Shift + g**

Shows all content within **Outline** tab  
Expand all groups within the **Selection and Visibility** pane

## **Alt + Shift + +**

Expand text for selected title within **Outline** tab

## **Alt + Shift + -**

Collapse text for selected title within **Outline** tab

## **Alt + Shift + Page Down**

Seek media ahead; like a **Forward** button (works in **Normal** and **Slide Show** views)

## **Alt + Shift + Page Up**

Seek media backwards; like a **Rewind** button (works in **Normal** and **Slide Show** views)

## **Alt + End**

Go to the next Bookmark for media clip (works in **Normal** and **Slide Show** views)

## **Alt + Home**

Go to the previous Bookmark for media clip (works in **Normal** and **Slide Show** views)

## **Alt + Up Arrow**

Increase the volume (works in **Normal** and **Slide Show** views)

## **Alt + Down Arrow**

Decrease the volume (works in **Normal** and **Slide Show** views)

## **Alt + Left Arrow**

Rotate slide object counter-clockwise by 15 degrees

## **Alt + Right Arrow**

Rotate slide object clockwise by 15 degrees



# PowerPoint 2010

## Shift Shortcuts

### **Tab**

Moves to the subsequent cell within a **Table**  
Activates the next option or option group within **Dialog box**  
Selects next slide object on **Slide** (when one object is selected)  
Go to next hyperlink in **Slide Show** view (if hyperlinks exist)

### **Shift + Tab**

Moves to the preceding cell within a **Table**  
Activates the previous option or option group within **Dialog box**  
Selects previous slide object on **Slide** (when one object is selected)  
Go to previous hyperlink in **Slide Show** view (if hyperlinks exist)

### **Shift + F3**

Cycle case of selected text (Sentence, Lowercase, and Uppercase).  
Won't work for text set to **All Caps** in the Font dialog box -- to bring up the Font dialog box, press the **Ctrl + T** shortcut key)

### **Shift + F4**

Repeat last Find action, after the **Find dialog box** is closed

### **Shift + F6**

Move to a pane from another pane in the program window (works counterclockwise)

### **Shift + F9**

Show or hide the grid

### **Shift + F10**

Display the right-click contextual menu for the selected object

### **Shift + Left Arrow**

Select or deselect one character to the left

### **Shift + Right Arrow**

Select or deselect one character to the right

### **Shift + Up Arrow**

Select or deselect text one line up

### **Shift + Down Arrow**

Select or deselect text one line down

### Indezine Feedback

*"I put together a PowerPoint presentation every week. One of my resources for putting the finishing touches has been Indezine.com."*

- An authentic visitor testimonial.

# PowerPoint 2010

## **Shift + Home**

Select or deselect text to the beginning of the line

## **Shift + End**

Select or deselect text to the end of the line

## **Shift + Ctrl + Home**

Selects or deselects all text from the cursor to the start of the active text object

## **Shift + Ctrl + End**

Selects or deselects all text from the cursor to the end of the active text object

## Function Key Shortcuts

### **F1**

Opens PowerPoint Help Window (all views except **Slide Show** view)  
 Opens a list of Slide Show shortcut keys (**Slide Show** view)

### **F2**

Activate text editing in a text object such as a placeholder, box, or shape. Press **F2** again to deactivate text editing and select the entire text object  
 Rename Section (when a Section is selected in the **Slides** pane or in **Slide Sorter** view)  
 Rename Slide Object (when a slide object is selected in the **Selection and Visibility** pane)

### **F5**

View the slide show from first slide

### **Shift + F5**

View Slide Show from the current slide onwards

### **F6**

Moves among various panes, the QAT, and the Ribbon (**Normal** view)

### **F7**

Spellcheck

# PowerPoint 2010

## **Shift + F7**

Thesaurus

## **F12**

Save as

## Other Shortcuts

### **Home**

Moves cursor to beginning of current line of text  
Selects first slide (**Slide Sorter** view)

### **End**

Moves cursor to end of current line of text  
Selects last slide (**Slide Sorter** view)

### **Page Up**

Moves to previous slide (**Normal** and **Slide Show** views)

### **Page Down**

Moves to next slide (**Normal** and **Slide Show** views)

### **Backspace**

Delete one character to the left (when text within a text box, placeholder, or shape is active)

### **Backspace, P, or Left Arrow**

Move to previous slide or previous animation (**Slide Show** view)

### **Spacebar, N, or Right Arrow**

Move to next slide or next animation (**Slide Show** view)

### **<Number> + Enter**

Goes to the slide of that number (**Slide Show** view)

### **B**

Pauses the slide show and displays a black screen - Press B again to resume the show (**Slide Show** view)

### **E**

Erase on-screen annotations (**Slide Show** view)

# PowerPoint 2010

## H

Go to next hidden slide (**Slide Show** view)

## M

Use mouse-click to advance while rehearsing (**Slide Show** view)

## O

Use original timings while rehearsing (**Slide Show** view)

## T

Set new timings while rehearsing (**Slide Show** view)

## W

Pauses the show and displays a white screen - Press W again to resume the show (in **Slide Show** view)

## S or Pause

Stops the show, and freezes the screen. Press S again to restart the show (**Slide Show** view)

## Esc

Ends the slide show (**Slide Show** view)

Cancel a menu or dialog box action

## Enter

Add text within selected object such as a shape or placeholder

## Delete

Delete one character to the right (when text within a text box, placeholder, or shape is active)

## Left Arrow

Moves cursor towards left on slide (**Normal** view)

Selects previous slide (**Slide Sorter** view)

## Right Arrow

Moves cursor towards right on slide (**Normal** view)

Selects next slide (**Slide Sorter** view)

## Up Arrow

Moves cursor upwards on slide (**Normal** view)

Selects slide upwards (**Slide Sorter** view)

# PowerPoint 2010

## Down Arrow

Moves cursor downwards on slide (**Normal** view)

Selects slide downwards (**Slide Sorter** view)

## Keyboard Sequences

### Animation Sequences

*First access the Animation Task pane:*

#### **Alt+A > C**

Bring up the Animation Task pane

*Then reorder your animations:*

#### **Alt+A > E**

Move the selected animation to play one step earlier

#### **Alt+A > L**

Move the selected animation to play one step later

### Selection

#### **Alt+H > G > P**

Bring up the Selection and Visibility pane

#### **Ctrl+Spacebar > C**

Closes active Task Pane

### Working with Slides

#### **Alt+H > I > L**

Open Insert Outline dialog box

#### **Alt+G > H > O**

Enable content updates from Office.com

#### **Alt+H > F > O**

Show the Office Clipboard Task pane

# PowerPoint 2010

**Alt+H > I > R**

Bring up Reuse Slides Task pane

**Alt+N > A > A**

Bring up the Photo Album dialog box

**Alt+N > T > X**

Insert Excel Spreadsheet

**Alt+R > R**

Open the Research Task pane

**Alt+S > H**

Hide / Unhide the selected slide

**Alt+W > N**

Open a new window containing a view of the current presentation

**Alt+H > Q**

Reset the position, size, and formatting of the slide placeholders to their default settings

**Alt+N > C**

Bring up the Insert Chart dialog box

**Alt+S > V**

Show the full-screen slide show using **Presenter** View

**Alt+S > N > R**

Start recording from current slide

**Alt+W > E**

Cascade the open document windows on the screen so that they overlap

**Alt+W > F**

Fits the slide to current window

**Alt+W > X**

Bring up the Grid and Guides dialog box

# PowerPoint 2010

## Backstage View Options

### **Alt+F > I**

Bring up the Info Pane

### **Alt+F > T**

Bring up the PowerPoint Options dialog box

### **Alt+F > H**

Bring up the Help Pane

### **Alt+F > D**

Bring up the Save and Send Pane

## Aligning and Distribute Slide Objects

*First make sure you choose whether you want to align objects to each other or to the slide:*

### **Alt+H > G > A > O**

Align Selected Objects to Each Other

### **Alt+H > G > A > A**

Align Selected Objects to Slide

*Then choose the Alignment options:*

### **Alt+H > G > A > B**

Align objects Bottom

### **Alt+H > G > A > C**

Align objects Center

### **Alt+H > G > A > L**

Align objects Left

### **Alt+H > G > A > M**

Align objects Middle

### **Alt+H > G > A > R**

Align objects Right

# PowerPoint 2010

## **Alt+H > G > A > T**

Align objects Top

*You can also distribute selected slide objects:*

## **Alt+H > G > A > H**

Distribute objects Horizontally

## **Alt+H > G > A > V**

Distribute objects Vertically

## Working with Themes and Backgrounds

### **Alt+G > G**

Bring up the Format Background dialog box

### **Alt+G > M**

Hide background graphics

### **Alt+G > H > M**

Bring up the Choose Theme or Themed Document dialog box

### **Alt+G > H > S**

Bring up the Save Current Theme dialog box

### **Alt+G > T > C > C**

Bring up the Create New Theme Colors dialog box

### **Alt+G > T > F > C**

Bring up the Create New Theme Fonts dialog box

## PowerPoint Views

### **Alt+W > L**

Normal View

### **Alt+W > D**

Reading View

### **Alt+W > H**

**Handout Master** view



# PowerPoint 2010

**Alt+W > T**  
**Notes Page** view

**Alt+W > I**  
**Slide Sorter** view

**Alt+W > K**  
**Notes Master** view

**Alt+W > M**  
**Slide Master** view  
**Alt+S > B (also F5)**  
**Slide Show** view from first slide

**Alt+S > C (also Shift+F5)**  
**Slide Show** view from current slide

# PowerPoint 2007

## Ctrl Shortcuts

### Ctrl + A

Select all slide objects (**Normal** view)  
Select all slides (**Slides** tab and **Slide Sorter** view)  
Select all text (in **Outline** tab)  
Changes the pointer to an arrow (**Slide Show** view)

### Ctrl + B

Bold selected text

### Ctrl + C

Copy

### Ctrl + D

Duplicate slide objects (**Normal** view)  
Duplicate slides (**Slide Sorter** view, and in Slides pane within **Normal** view)  
Duplicate selected Layout or selected Master (**Slide Master** view)

### Ctrl + Shift + D

Duplicates active slide

### Ctrl + E

Center Align selected text (**Normal** view)  
Change Pointer to Eraser (**Slide Show** view)

### Ctrl + F

Opens the Find dialog box

### Ctrl + G

Group selected slide objects

### Ctrl + Shift + G

Ungroup

### Ctrl + H

Opens Replace dialog box  
Hide Pointer and Navigation buttons (**Slide Show** view)

### Ctrl + I

Italicize selected text

# PowerPoint 2007

## **Ctrl + J**

Justify selected text

## **Ctrl + K**

Insert hyperlink

## **Ctrl + L**

Left align selected text

## **Ctrl + M**

Insert New Slide (**Normal** and **Slide Sorter**)

Inserts New Master (**Slide Master** view)

## **Ctrl + N**

Create New Presentation

## **Ctrl + O**

Open presentation

## **Ctrl + P**

### **Ctrl + Shift + F12**

Brings up the Print dialog box

Change Pointer to Pen (**Slide Show** view -- **Ctrl + P** only)

## **Ctrl + Q**

Exit PowerPoint

## **Ctrl + R**

Right align selected text

## **Ctrl + S**

Save (for presentations saved at least once)

Save As (for presentations never saved)

Opens All Slides dialog box (**Slide Show** view)

## **Ctrl + T**

Opens Font dialog box (select the text container first)

Display the computer task bar (**Slide Show** view)

## **Ctrl + U**

Underlines selected text

Hide the pointer and navigation button in 15 seconds (**Slide Show** view)

# PowerPoint 2007

**Ctrl + V**

Paste

**Ctrl + Alt + V**

Paste Special

**Ctrl + W**

Close active presentation

**Ctrl + X**

Cut

**Ctrl + Y****F4**

Repeat or redo

**Ctrl + Z**

Undo

**Ctrl + F1**

Hide and unhide Ribbon

**Ctrl + F2**

Print Preview

**Ctrl + F4**

Close active presentation

**Ctrl + F5**

Cascades open, maximized presentation(s)

**Ctrl + F6**

Switch between open PowerPoint presentations – recently opened ones after previously opened ones

**Ctrl + Shift + F6**

Switch between open PowerPoint presentations – previously opened ones after recently opened ones

**Ctrl + F12**

Open presentation

# PowerPoint 2007

## **Ctrl + Tab**

Switch between open PowerPoint presentations

## **Ctrl + Space**

Reset all text formatting to default (select all text in **Outline pane**, and use this shortcut key)

## **Ctrl + Backspace**

Deletes the word just before the insertion point

## **Ctrl + Delete**

Deletes the word just after the insertion point

## **Ctrl + Home**

Goes to the beginning of the first word in a text container while editing. If nothing on your slide is selected, go to the first slide  
Selects first slide (**Slide Sorter** view)

## **Ctrl + End**

Goes to the end of the last word in a text container while editing. If nothing on your slide is selected, go to the last slide  
Selects last slide (**Slide Sorter** view)

## **Ctrl + Enter**

Switches to the next text placeholder in the presentation  
Adds new slides if no more text placeholders exist

## **Ctrl + Left Arrow**

Goes to the beginning of the previous word  
Nudge selected slide object leftwards

## **Ctrl + Right Arrow**

Moves cursor to beginning of next word  
Nudge selected slide object rightwards

## **Ctrl + Up Arrow**

Moves cursor to start of previous paragraph  
Nudge selected slide object upwards

## **Ctrl + Down Arrow**

Moves cursor to start of next paragraph  
Nudge selected slide object downwards

# PowerPoint 2007

**Ctrl + Shift + F**

Font dialog box, when text is selected

**Ctrl + Shift + P**

Font dialog box, when text is selected

**Ctrl + Shift + C**

Copy object attributes

**Ctrl + Shift + V**

Paste object attributes

**Ctrl + Shift + Home**

Select from cursor location to the beginning of all text (select the text container first)

**Ctrl + Shift + End**

Select from cursor location to the end of all text (select the text container first)

**Ctrl + Shift + Tab**

Switches between the Slides tab, the Outline tab, and the Slides pane (all in **Normal** view)

**Ctrl + Shift + Left Arrow**

Select or cancel selection for one word to the left

**Ctrl + Shift + Right Arrow**

Select or cancel selection for one word to the right

**Ctrl + Shift + Up Arrow**

Select or cancel selection for one paragraph above

**Ctrl + Shift + Down Arrow**

Select or cancel selection for one paragraph below

**Ctrl + Shift + > or Ctrl + ]**

Increase font size

**Ctrl + Shift + < or Ctrl + [**

Decrease font size

# PowerPoint 2007

**Ctrl + Shift + =**

**Ctrl + Shift + Alt + >**

Superscript selected text

**Ctrl + =**

**Ctrl + Shift + Alt + <**

Subscript selected text

## Alt Shortcuts

**Alt**

Activate Access Keys on the Ribbon

**Alt + A**

Access Animation tab of the Ribbon

**Alt + D**

Access Developer tab of the Ribbon (tab should not be disabled)

**Alt + F**

**Alt + Shift + F**

Opens Office Button menu

**Alt + G**

Access Design tab of the Ribbon

**Alt + H**

Access Home tab of the Ribbon

**Alt + J**

Access Contextual tabs of the Ribbon – results depend on what type of slide object is selected

**Alt + L**

Access Developer tab of the Ribbon ([if enabled](#))

**Alt + M**

Access Slide Master tab of the Ribbon (**Slide Master** view)

**Alt + N**

Access Insert tab of the Ribbon

# PowerPoint 2007

**Alt + R**

Access Review tab of the Ribbon

**Alt + S**

Access Slide Show tab of the Ribbon

**Alt + W**

Access View tab of the Ribbon

**Alt + Esc**

Switches to the next open application

**Alt + F2**

Save As

**Alt + F4**

Close

**Alt + F5**

Restore Window

**Alt + F8**

Show Macro dialog box

**Alt + F9**

Show/Hide Guides

**Alt + F11**

Access Microsoft Visual Basic for Applications environment

**Alt + Shift + A**

Show all text or Headings (**Outline** pane)

**Alt + Shift + D**

Show Header and Footer dialog box

**Alt + Tab**

Switch to next application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

**Alt + Shift + Tab**

Switch to previous application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)



# PowerPoint 2007

## **Alt + Down Arrow**

Open a selected drop-down list (in dialog boxes)

## **Alt + Shift + Left Arrow**

Promote (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Right Arrow**

Demote (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Up Arrow**

Move up (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Down Arrow**

Move down (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + 1**

Hides everything except titles within **Outline** tab

## **Alt + Shift + g**

Shows all content within **Outline** tab

## **Alt + Shift + +**

Expand text for selected title within **Outline** tab

## **Alt + Shift + -**

Collapse text for selected title within **Outline** tab

## Shift Shortcuts

### **Tab**

Moves to the subsequent cell within a **Table**

Activates the next option or option group within **Dialog box**

Selects next slide object on **Slide** (when one object is selected)

### **Shift + Tab**

Moves to the preceding cell within a **Table**

Activates the previous option or option group within **Dialog box**

Selects previous slide object on **Slide** (when one object is selected)

Go to previous hyperlink in **Slide Show** view (if hyperlinks exist)

# PowerPoint 2007

## **Shift + F3**

Cycle case of selected text (Sentence, Lowercase, and Uppercase). Won't work for text set to **All Caps** in the Font dialog box -- to bring up the Font dialog box, press the **Ctrl + T** shortcut key)

## **Shift + F4**

Repeat last **Find** action, after the **Find dialog box** is closed

## **Shift + F6**

Move to a pane from another pane in the program window (works counterclockwise)

## **Shift + F9**

Show or hide the grid

## **Shift + F10**

Display the right-click contextual menu for the selected object

## **Shift + Left Arrow**

Select or deselect one character to the left

## **Shift + Right Arrow**

Select or deselect one character to the right

## **Shift + Up Arrow**

Select or deselect text one line up

## **Shift + Down Arrow**

Select or deselect text one line down

## **Shift + Home**

Select or deselect text to the beginning of the line.

## **Shift + End**

Select or deselect text to the end of the line

## **Shift + Ctrl + Home**

Selects or deselect all text from the cursor to the start of the active text object

## **Shift + Ctrl + End**

Selects or deselects all text from the cursor to the end of the active text object

# PowerPoint 2007

## Function Key Shortcuts

### F1

Opens PowerPoint Help Window (all views except **Slide Show** view)

Opens a list of Slide Show shortcut keys (**Slide Show** view)

### F2

Activate text editing in a text object such as a placeholder, box, or shape. Press **F2** again to deactivate text editing and select the entire text object

Rename Slide Object (when a slide object is selected in the Selection and Visibility pane)

### F5

View the slide show from first slide

### Shift + F5

View Slide Show from the current slide onwards

### F6

Moves among various panes, the QAT, and the Ribbon (**Normal** view)

### F7

Spellcheck

### Shift + F7

Thesaurus

### F12

Save as

## Other Shortcuts

### Home

Moves cursor to beginning of current line of text

Selects first slide (**Slide Sorter** view)

### End

Moves cursor to end of current line of text

Selects last slide (**Slide Sorter** view)

# PowerPoint 2007

## Page Up

Moves to previous slide (**Normal** and **Slide Show** views)

## Page Down

Moves to next slide (**Normal** and **Slide Show** views)

## Backspace

Delete one character to the left (when text within a text box, placeholder, or shape is active)

## Backspace, P, or Left Arrow

Move to previous slide or previous animation (**Slide Show** view)

## Spacebar, N, or Right Arrow

Move to next slide or next animation (**Slide Show** view)

## <Number> + Enter

Goes to the slide of that number (**Slide Show** view)

## B

Pauses the slide show and displays a black screen - Press **B** again to resume the show (**Slide Show** view)

## E

Erase on-screen annotations (**Slide Show** view)

## H

Go to next hidden slide (**Slide Show** view)

## M

Use mouse-click to advance while rehearsing (**Slide Show** view)

## O

Use original timings while rehearsing (**Slide Show** view)

## T

Set new timings while rehearsing (**Slide Show** view)

## W

Pauses the show and displays a white screen - Press **W** again to resume the show (in **Slide Show** view)

# PowerPoint 2007

## **S or Pause**

Stops the show, and freezes the screen. Press **S** again to restart the show (**Slide Show** view)

## **Esc**

Ends the slide show (**Slide Show** view)  
Cancel a menu or dialog box action

## **Enter**

Add text within selected object such as a shape or placeholder

## **Delete**

Delete one character to the right (when text within a text box, placeholder, or shape is active)

## **Left Arrow**

Moves cursor towards left on slide (**Normal** view)  
Selects previous slide (**Slide Sorter** view)

## **Right Arrow**

Moves cursor towards right on slide (**Normal** view)  
Selects next slide (**Slide Sorter** view)

## **Up Arrow**

Moves cursor upwards on slide (**Normal** view)  
Selects slide upwards (**Slide Sorter** view)

## **Down Arrow**

Moves cursor downwards on slide (**Normal** view)  
Selects slide downwards (**Slide Sorter** view)

## Keyboard Sequences

### Animation Sequences

#### **Alt+A > C**

Bring up the Custom Animation Task pane

### Selection

#### **Alt+H > G > P**

Bring up the Selection and Visibility pane

# PowerPoint 2007

## **Ctrl+Spacebar > C**

Closes active Task Pane

## Working with Slides

### **Alt+H > I > L**

Open Outline dialog box

### **Alt+G > H > O**

Open More Themes on Microsoft Office Online web page

### **Alt+H > F > O**

Show the Office Clipboard Task pane

### **Alt+H > I > R**

Bring up Reuse Slides Task pane

### **Alt+N > A > A**

Bring up the Photo Album dialog box

### **Alt+N > T > X**

Insert Excel Spreadsheet

### **Alt+R > R**

Open the Research Task pane

### **Alt+S > H**

Hide / Unhide the selected slide

### **Alt+W > N**

Open a new window containing a view of the current presentation

### **Alt+H > Q**

Reset the position, size, and formatting of the slide placeholders to their default settings

### **Alt+N > C**

Bring up the Insert Chart dialog box

### **Alt+S > V**

Show the full-screen slide show using Presenter View

# PowerPoint 2007

## **Alt+S > N > R**

Start recording narration from current slide

## **Alt+W > E**

Cascade the open document windows on the screen so that they overlap

## **Alt+W > F**

Fits the slide to current window

## **Alt+W > Q**

Bring up the Zoom dialog box

## File Menu Options

### **Alt+F > I**

Bring up the PowerPoint Options dialog box

### **Alt+F > E**

Bring up the Prepare Pane

### **Alt+F > D**

Bring up the Send Pane

## Aligning and Distribute Slide Objects

*First make sure you choose whether you want to align objects to each other or to the slide:*

### **Alt+H > G > A > O**

Align Selected Objects to Each Other

### **Alt+H > G > A > A**

Align Selected Objects to Slide

*Then choose the Alignment options:*

### **Alt+H > G > A > B**

Align objects Bottom

### **Alt+H > G > A > C**

Align objects Center

# PowerPoint 2007

**Alt+H > G > A > L**

Align objects Left

**Alt+H > G > A > M**

Align objects Middle

**Alt+H > G > A > R**

Align objects Right

**Alt+H > G > A > T**

Align objects Top

*You can also distribute selected slide objects:*

**Alt+H > G > A > H**

Distribute objects Horizontally

**Alt+H > G > A > V**

Distribute objects Vertically

## Working with Themes and Backgrounds

**Alt+G > G**

Bring up the Format Background dialog box

**Alt+G > M**

Hide background graphics

**Alt+G > H > M**

Brings up the Choose Theme or Themed Document dialog box

**Alt+G > H > S**

Bring up the Save Current Theme dialog box

**Alt+G > T > C > C**

Bring up the Create New Theme Colors dialog box

**Alt+G > T > F > C**

Bring up the Create New Theme Fonts dialog box



# PowerPoint 2007

## PowerPoint Views

**Alt+W > L**  
**Normal** view

**Alt+W > H**  
**Handout Master** view

**Alt+W > T**  
**Notes Page** view

**Alt+W > I**  
**Slide Sorter** view

**Alt+W > K**  
**Notes Master** view

**Alt+W > M**  
**Slide Master** view

**Alt+W > S (also F5)**  
**Slide Show** view

# PowerPoint 2003

## Ctrl Shortcuts

### Ctrl + A

Select all slide objects (**Normal** view)  
Select all slides (**Slides** tab and **Slide Sorter** view)  
Select all text (in **Outline** tab)  
Changes the pointer to an arrow (**Slide Show** view)

### Ctrl + B

Bold selected text

### Ctrl + C

Copy

### Ctrl + D

Duplicate slide objects (**Normal** view)  
Duplicate slides (**Slide Sorter** view, and in Slides pane within **Normal** view)  
Duplicate Slide Master (**Slide Master** view)

### Ctrl + Shift + D

Duplicates active slide

### Ctrl + E

Center Align selected text (**Normal** view)  
Change Pointer to Eraser (**Slide Show** view)

### Ctrl + F

Opens the Find dialog box

### Ctrl + G

Opens the Grid and Guides dialog box

### Ctrl + Shift + G

Group

### Ctrl + Shift + H

Ungroup

### Ctrl + H

Opens Replace dialog box  
Hide Pointer and Navigation buttons (**Slide Show** view)

# PowerPoint 2003

**Ctrl + I**

Italicize selected text

**Ctrl + K**

Insert hyperlink

**Ctrl + L**

Left align selected text

**Ctrl + M**

Insert New Slide (**Normal** and **Slide Sorter**)

Inserts New Master (**Slide Master** view)

**Ctrl + N**

Create New Presentation

**Ctrl + O**

Open presentation

**Ctrl + P**

Brings up Print options

Change Pointer to Pen (**Slide Show** view)

**Ctrl + Q**

Exit PowerPoint

**Ctrl + R**

Right align selected text

**Ctrl + S**

Save (for presentations saved at least once)

Save As (for presentations never saved)

Opens All Slides dialog box (**Slide Show** view)

**Ctrl + T**

Opens Font dialog box

Displays the computer task bar (**Slide Show** view)

**Ctrl + U**

Underlines selected text

Hide the pointer and navigation button in 15 seconds (**Slide Show** view)

# PowerPoint 2003

**Ctrl + V**

Paste

**Ctrl + W**

Close active presentation

**Ctrl + X**

Cut

**Ctrl + Y**

Repeat or redo

**Ctrl + Z**

Undo

**Ctrl + F1**

Hide and unhide Task Pane

**Ctrl + F2**

Print Preview

**Ctrl + F4**

Close active presentation

**Ctrl + F5**

Restores presentation window

**Ctrl + F6**

Switch between open PowerPoint presentations – recently opened ones after previously opened ones

**Ctrl + Shift + F6**

Switch between open PowerPoint presentations – previously opened ones after recently opened ones

**Ctrl + F12**

Open presentation

**Ctrl + Backspace**

Deletes the word just before the insertion point

# PowerPoint 2003

## **Ctrl + Space**

Reset all text formatting to default (select all text in **Outline pane**, and use this shortcut key)

## **Ctrl + Delete**

Deletes the word just after the insertion point

## **Ctrl + Home**

Goes to the beginning of the first word in a text container while editing. If nothing on your slide is selected, go to the first slide

Selects first slide (**Slide Sorter** view)

## **Ctrl + End**

Goes to the end of the last word in a text container while editing. If nothing on your slide is selected, go to the last slide

Selects last slide (**Slide Sorter** view)

## **Ctrl + Enter**

Switches to the next text placeholder in the presentation

Adds new slides if no more text placeholders exist

## **Ctrl + Left Arrow**

Goes to the beginning of the previous word

Nudge selected slide object leftwards

## **Ctrl + Right Arrow**

Moves cursor to beginning of next word

Nudge selected slide object rightwards

## **Ctrl + Up Arrow**

Moves cursor to start of previous paragraph

Nudge selected slide object upwards

## **Ctrl + Down Arrow**

Moves cursor to start of next paragraph

Nudge selected slide object downwards

## **Ctrl + Shift + F**

Activates Font list in the Formatting toolbar, when text is selected

## **Ctrl + Shift + P**

Activates Font size list in the Formatting toolbar, when text is selected

**Ctrl + Shift + F12**

Print

**Ctrl + Shift + C**

Copy object attributes

**Ctrl + Shift + V**

Paste object attributes

**Ctrl + Shift + Tab**

Switches between the Slides tab, the Outline tab, and the Slides pane (all in **Normal** view).

**Ctrl + Shift + Left Arrow**

Select or cancel selection for one word to the left

**Ctrl + Shift + Right Arrow**

Select or cancel selection for one word to the right

**Ctrl + Shift + Up Arrow**

Select or cancel selection for one paragraph above

**Ctrl + Shift + Down Arrow**

Select or cancel selection for one paragraph below

**Ctrl + Shift + > or Ctrl + ]**

Increase font size

**Ctrl + Shift + < or Ctrl + [**

Decrease font size

**Ctrl + Shift + =****Ctrl + Shift + Alt + >**

Superscript selected text

**Ctrl + =****Ctrl + Shift + Alt + <**

Subscript selected text

# PowerPoint 2003

## Alt Shortcuts

### **Alt + D**

Opens Slide Show menu

### **Alt + E**

Opens Edit menu

### **Alt + F**

Activates File menu

### **Alt+ Shift + A**

Show all text or Headings (**Outline** pane)

### **Alt + Shift + F**

Opens File menu

### **Alt + H**

Opens Help menu

### **Alt + I**

Opens Insert menu

### **Alt + L**

Activates Slide Layout task pane

### **Alt + N**

Inserts a new slide after the active slide

### **Alt + O**

Opens Format menu

### **Alt + R**

Opens Draw menu in the Drawing toolbar

### **Alt + S**

Activates Slide Design task pane

### **Alt + T**

Opens Tools menu

# PowerPoint 2003

**Alt + U**

Opens AutoShape menu in the Drawing toolbar

**Alt + V**

Opens View menu

**Alt + W**

Opens Window menu

**Alt + Esc**

Switches to the next open application

**Alt + F2**

Save As

**Alt + F4**

Close

**Alt + F5**

Restore Window

**Alt + F8**

Show Macro dialog box

**Alt + F9**

Show/Hide Guides

**Alt + F11**

Access Microsoft Visual Basic for Applications environment

**Alt + Shift + D**

Show Header and Footer dialog box

**Alt + Tab**

Switch to next application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

**Alt + Shift + Tab**

Switch to previous application(s) (essentially a Windows shortcut key, not a PowerPoint shortcut)

**Alt + Down Arrow**

Open a selected drop-down list (in **dialog boxes**)



# PowerPoint 2003

## **Alt + Shift + Left Arrow**

Promote (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Right Arrow**

Demote (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Up Arrow**

Move up (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + Down Arrow**

Move down (for selected text on the slide or in the **Outline** tab)

## **Alt + Shift + 1**

Hides everything except titles within **Outline** tab

## **Alt + Shift + 9**

Shows all content within **Outline** tab

## **Alt + Shift + +**

Expand text for selected title within **Outline** tab

## **Alt + Shift + -**

Collapse text for selected title within **Outline** tab

## Shift Shortcuts

### **Tab**

Moves to the subsequent cell within a **Table**

Activates the next option or option group within **Dialog box**

Selects next slide object on **Slide** (when one object is selected)

### **Shift + Tab**

Moves to the preceding cell within a **Table**

Activates the previous option or option group within **Dialog box**

Selects previous slide object on **Slide** (when one object is selected)

Go to previous hyperlink in **Slide Show** view (if hyperlinks exist)

### **Shift + F3**

Cycle case of selected text (Sentence, Lowercase, and Uppercase)

### **Shift + F4**

Repeat last **Find** action, after the **Find dialog box** is closed

# PowerPoint 2003

## **Shift + F6**

Move to a pane from another pane in the program window (works counterclockwise)

## **Shift + F9**

Show or hide the grid

## **Shift + F10**

Display the right-click contextual menu for the selected object

## **Shift + Left Arrow**

Select or deselect one character to the left

## **Shift + Right Arrow**

Select or deselect one character to the right

## **Shift + Up Arrow**

Select or deselect text one line up

## **Shift + Down Arrow**

Select or deselect text one line down

## **Shift + Home**

Select or deselect text to the beginning of the line

## **Shift + End**

Select or deselect text to the end of the line

## **Shift + Ctrl + Home**

Select or deselect all text from the cursor to the start of the active text object

## **Shift + Ctrl + End**

Select or deselect all text from the cursor to the end of the active text object

## Function Key Shortcuts

### **F1**

Opens PowerPoint Help Window (all views except **Slide Show** view)  
Opens a list of Slide Show shortcut keys (**Slide Show** view)

# PowerPoint 2003

## **F2**

Activate text editing in a text object such as a placeholder, box, or shape. Press **F2** again to deactivate text editing and select the entire text object

## **F4**

Redo or repeat

## **F5**

View the slide show from first slide

## **Shift + F5**

View Slide Show from the current slide onwards

## **F6**

Moves among panes and toolbars (**Normal** view)

## **F7**

Spellcheck

## **F12**

Save as

## Other Shortcuts

### **Home**

Moves cursor to beginning of current line of text  
Selects first slide (**Slide Sorter** view)

### **End**

Moves cursor to end of current line of text  
Selects last slide (**Slide Sorter** view)

### **Page Up**

Moves to previous slide (**Normal** and **Slide Show** views)

### **Page Down**

Moves to next slide (**Normal** and **Slide Show** views)

### **Backspace**

Delete one character to the left (when text within a text box, placeholder, or shape is active)

# PowerPoint 2003

## **Backspace, P, or Left Arrow**

Move to previous slide or previous animation (**Slide Show** view)

## **Spacebar, N, or Right Arrow**

Move to next slide or next animation (**Slide Show** view)

## **<Number> + Enter**

Goes to the slide of that number (**Slide Show** view)

## **B**

Pauses the slide show and displays a black screen - Press **B** again to resume the show (**Slide Show** view)

## **E**

Erase on-screen annotations (**Slide Show** view)

## **H**

Go to next hidden slide (**Slide Show** view)

## **M**

Use mouse-click to advance while rehearsing (**Slide Show** view)

## **O**

Use original timings while rehearsing (**Slide Show** view)

## **T**

Set new timings while rehearsing (**Slide Show** view)

## **W**

Pauses the show and displays a white screen - Press **W** again to resume the show (in **Slide Show** view)

## **S or Pause**

Stops the show, and freezes the screen. Press **S** again to restart the show (**Slide Show** view)

## **Esc**

Ends the slide show (**Slide Show** view)

## **Enter**

Add text within selected object such as a shape or placeholder

# PowerPoint 2003

## Delete

Delete one character to the right (when text within a text box, placeholder, or shape is active)

## Left Arrow

Moves cursor towards left on slide (**Normal** view)

Selects previous slide (**Slide Sorter** view)

## Right Arrow

Moves cursor towards right on slide (**Normal** view)

Selects next slide (**Slide Sorter** view)

## Up Arrow

Moves cursor upwards on slide (**Normal** view)

Selects slide upwards (**Slide Sorter** view)

## Down Arrow

Moves cursor downwards on slide (**Normal** view)

Selects slide downwards (**Slide Sorter** view)

## Keyboard Sequences

### Working with Custom Animation:

#### Alt+D > M

Bring up the Custom Animation Task pane

### Working with Slides

#### Alt+I > L

Open Insert Outline dialog box

#### Alt+E > B

Show the Office Clipboard Task pane

#### Alt+I > F

Bring up Slide Finder dialog box

#### Alt+T > R

Open the Research Task pane

# PowerPoint 2003

## **Alt+W > N**

Open a new window containing a view of the current presentation

## **Alt+I > H**

Inserts Chart on slide

## **Alt+W > C**

Cascade the open document windows on the screen so that they overlap

## **Alt+V > I**

Bring up the Grid and Guides dialog box

## **Aligning and Distribute Slide Objects**

*First make sure you choose whether you want to align objects to each other or to the slide:*

*To align objects to each other, select two or more objects to be aligned to each other*

## **Alt+R > A**

Align Selected Objects to Each Other

*To align objects to slide select the objects which are to be aligned to the slide*

## **Alt+R > A > S**

Align Selected Objects to Slide

*Then choose the Alignment options:*

## **Alt+R > A > B**

Align objects Bottom

## **Alt+R > A > C**

Align objects Center

## **Alt+R > A > L**

Align objects Left

## **Alt+R > A > M**

Align objects Middle

# PowerPoint 2003

## **Alt+R > A > R**

Align objects Right

## **Alt+R > A > T**

Align objects Top

*You can also distribute selected slide objects:*

## **Alt+R > A > H**

Distribute objects Horizontally

## **Alt+R > A > V**

Distribute objects Vertically

## Working with Slide Designs

### **Alt+O > D**

Bring up the Slide Design Task pane

## PowerPoint Views

### **Alt+V > N**

**Normal** view

### **Alt+V > M > D**

**Handout Master** view

### **Alt+V > M > N**

**Notes Master** view

### **Alt+V > D**

**Slide Sorter** view

### **Alt+V > M > S**

**Slide Master** view

### **Alt+D > V (also F5)**

**Slide Show** view

# PowerPoint 2016 for Mac

## Command Shortcuts

### Cmd + A

Select all slide objects (**Normal** view)  
Select all slides (**Slides** pane and **Slide Sorter** view)  
Select all text (in **Outline** pane)  
Changes the pointer to an arrow (**Slide Show** view)

### Cmd + B

Bold selected text

### Cmd + C

#### (Fn) + F3

Copy

### Cmd + D

Duplicate slide objects (**Normal** view)  
Duplicate slides (**Slide Sorter** view, and in Slides pane within **Normal** view)  
Duplicate selected Layout or selected Slide Master (**Slide Master** view)

### Cmd + Shift + D

Duplicates active slide

### Cmd + Option + D

Hide/Show Dock (this is a Mac OS X shortcut)

### Cmd + E

Center Align selected text (Normal view)

### Cmd + F

Takes the cursor to the Find search box

### Cmd + Ctrl + F

Switch to full screen (hide menus)

### Cmd + Option + G

Group selected slide objects

### Cmd + Shift + Option + G

Ungroup



# PowerPoint 2016 for Mac

**Cmd + Option + Ctrl + G**  
Show/Hide Guides

**Cmd + H**  
Hides opened presentation(s)

**Cmd + Shift + H**  
Opens Replace dialog box

**Cmd + I**  
Italicize selected text

**Cmd + J**  
Justify selected text

**Cmd + Option + J**  
Regroup

**Cmd + K**  
Insert hyperlink

**Cmd + L**  
Left align selected text

**Cmd + Shift + N**  
Insert New Slide (**Normal** and **Slide Sorter**)  
Insert New Master (**Slide Master** view)

**Cmd + M**  
Minimizes opened presentation

**Cmd + Option + M**  
Opens **Paragraph** dialog box (if your cursor is within a text container, or if a text container is selected)

**Cmd + N**  
Create New Presentation

**Cmd + Shift + N**  
Adds new Slide (in **Normal** view)

# PowerPoint 2016 for Mac

## Cmd + O

Brings up the **Open** tab of the **Microsoft PowerPoint** dialog box that lets you open files locally and on cloud locations

## Cmd + Shift + O

Open recent files

## Cmd + P

Brings up Print options  
Change Pointer to Pen (**Slide Show** view)

## Cmd + Shift + P

Brings up the **New** tab of the **Microsoft PowerPoint** dialog box that lets you create a new presentation from a Theme or template

## Cmd + Q

Exit PowerPoint

## Cmd + R

Right align selected text

## Cmd + Option + R

Hide/Show Ribbon

## Cmd + S

Save (for presentations saved at least once)  
Save As (for presentations never saved)

## Cmd + Shift + S

Save a presentation with a different name, location, or file format

## Cmd + T

Opens **Font** dialog box (if a text container is selected)

## Cmd + U

Underlines selected text  
Hide pointer and navigation in **Slide Show** view

## Cmd + V

Paste

# PowerPoint 2016 for Mac

**Cmd + Ctrl + V**  
Paste Special

**Cmd + W**  
Close active presentation

**Cmd + X**  
Cut

**Cmd + Y**  
Repeat or redo

**Cmd + Z**  
Undo

**Cmd + ~**  
Move through multiple open presentations

**Cmd + +**  
Zoom in Screen

**Cmd + -**  
Zoom out Screen

**Cmd + Shift + >**  
Increase font size

**Cmd + Shift + <**  
Decrease font size

**Cmd + Shift + 1**  
Format selected object

**Cmd + Up Arrow**  
Moves cursor to before first paragraph (if your cursor is within a text container in **Normal** view)  
Nudge selected slide object upwards

**Cmd + Down Arrow**  
Moves cursor to after last paragraph (if your cursor is within a text container in **Normal** view)  
Nudge selected slide object downwards

# PowerPoint 2016 for Mac

## **Cmd + Left Arrow**

Moves cursor to start of line (if your cursor is within a text container in **Normal** view)

Nudge selected slide object leftwards

## **Cmd + Right Arrow**

Moves cursor to end of line (if your cursor is within a text container in **Normal** view)

Nudge selected slide object rightwards

## **Cmd + Shift + Up Arrow**

Select everything from insertion point to before the first paragraph, and deselect everything else (if your cursor is within a text container in **Normal** view)

Select all text from insertion point to the first slide (in the **Outline** pane)

## **Cmd + Shift + Down Arrow**

Select everything from insertion point to after the last paragraph, and deselect everything else (if your cursor is within a text container in **Normal** view)

Selects all text from insertion point to the last slide (in the **Outline** pane)

## **Cmd + Shift + Left Arrow**

### **Cmd + Shift + Home**

Select everything from insertion point to the beginning of the line, and deselect everything else (if your cursor is within a text container in **Normal** view)

Selects all text from insertion point to the first character on the line (in the **Outline** pane)

## **Cmd + Shift + Right Arrow**

### **Cmd + Shift + End**

Select everything from insertion point to the end of the line, and deselect everything else (if your cursor is within a text container in **Normal** view)

Selects all text from insertion point to the last character on the line (in the **Outline** pane)

## **Cmd + 1**

Switch to **Normal** view

# PowerPoint 2016 for Mac

## **Cmd + Option + 1**

Opens Slide Master

## **Cmd + 2**

Switch to **Slide Sorter** view

## **Cmd + Option + 2**

Opens Handout Master

## **Cmd + 3**

Switch to **Notes Page** view

## **Cmd + Option + 3**

Opens Notes Master

## **Cmd + 4**

Switch to **Outline** view

## **Cmd + Tab**

Switch to next application(s). This is essentially a Mac OS X shortcut key, and not a PowerPoint shortcut

## **Cmd + Shift + Tab**

Switch to previous application(s). This is essentially a Mac OS X shortcut key, and not a PowerPoint shortcut

## **Cmd + Shift + Return**

Switch to full screen slide show

## **Cmd + Return**

View **Slide Show** from the current slide onwards

# PowerPoint 2016 for Mac

## Control Shortcuts

**Ctrl + P**

**Ctrl + Q**

Pause media (Works in **Normal** and **Slide Show** views)

**Ctrl + Shift + T**

Opens Notes Page view

**Ctrl + Shift + V**

Opens Slide Sorter view

**Ctrl + Click**

Opens the right-click contextual menu for the selected object

## Shift Shortcuts

**Tab**

Moves to the subsequent cell within a **Table**

Activates the next option or option group within **Dialog box**

Selects next slide object on Slide (when one object is selected)

Demote (for selected text in the **Outline** pane)

**Shift + Tab**

Moves to the preceding cell within a **Table**

Activates the previous option or option group within **Dialog box**

Selects previous slide object on Slide (when one object is selected)

Promote (for selected text in the **Outline** pane)

**Shift + (Fn) + F3**

Cycle case of selected text (Sentence case, Lowercase, and Uppercase)

**Shift + Left Arrow**

Select or deselect one character to the left

**Shift + Right Arrow**

Select or deselect one character to the right

**Shift + Up Arrow**

Select or deselect text one line up

# PowerPoint 2016 for Mac

## **Shift + Down Arrow**

Select or deselect text one line down

## **Shift + Home**

Select or deselect text to the beginning of the line.

## **Shift + End**

Select or deselect text to the end of the line

## Option Shortcuts

### **Option + (Fn) + F8**

Show Macro dialog box

### **Option + (Fn) + F11**

Access Microsoft Visual Basic for Applications environment

### **Option + Shift + Page Down**

Seek media ahead; like a **Forward** button (works in **Normal** and **Slide Show** views)

### **Option + Shift + Page Up**

Seek media backwards; like a **Rewind** button (works in **Normal** and **Slide Show** views)

### **Option + Left Arrow**

Rotate slide object counterclockwise by 15 degrees  
Move one word to the left (if your cursor is within a text container in **Normal** view)

### **Option + Right Arrow**

Rotate slide object clockwise by 15 degrees  
Move one word to the right (if your cursor is within a text container in **Normal** view)

### **Option + Shift + Left Arrow**

Select or cancel selection for one word to the left

### **Option + Shift + Right Arrow**

Select or cancel selection for one word to the right

# PowerPoint 2016 for Mac

## **Option + Up Arrow**

Move one paragraph upwards (if your cursor is within a text container in **Normal** view)

## **Option + Down Arrow**

Move one paragraph downwards (if your cursor is within a text container in **Normal** view)

## **Option + Enter**

Opens Presenter view

## Other Shortcuts

### **Home**

Moves cursor to beginning of current line of text (**Normal** view)

Moves to the first slide (**Slide Sorter** view)

### **End**

Moves cursor to end of current line of text (**Normal** view)

Moves to the last slide (**Slide Sorter** view)

### **Return**

Change shape or placeholder to editing mode, allowing you to type / edit text

### **Page Up**

Moves to previous slide (**Normal** and **Slide Show** views)

### **Page Down**

Moves to next slide (**Normal** and **Slide Show** views)

### **Spacebar, N, or Right Arrow**

Move to next slide or next animation (**Slide Show** view)

### **Delete , P, or Left Arrow**

Move to previous slide or previous animation (**Slide Show** view)

### **<Number> + Enter**

Goes to the slide of that number (**Slide Show** view)



# PowerPoint 2016 for Mac

## **B** or **Period (.)**

Pauses the slide show and displays a black screen - Press **B** or the **Period** key again to resume the show (**Slide Show** view)

## **W** or **Comma (,)**

Pauses the slide show and displays a white screen - Press **W** or the **Comma** key again to resume the show (**Slide Show** view)

## **Esc**

Ends the slide show (**Slide Show** view)  
Cancel a menu or dialog box action

## **Left Arrow**

Moves insertion point leftwards for text (**Normal** view)  
Selects previous slide (**Slide Sorter** view)

## **Right Arrow**

Moves insertion point rightwards for text (**Normal** view)  
Selects next slide (**Slide Sorter** view)

## **Up Arrow**

Moves insertion point upwards for text (**Normal** view)  
Selects slide upwards (**Slide Sorter** view)

## **Down Arrow**

Moves insertion point downwards for text (**Normal** view)  
Selects slide downwards (**Slide Sorter** view)

## **Delete**

Delete one character to the left

## **Delete**

## **(Fn) + Delete**

Delete one character to the right

## **E**

Erase on-screen annotations (**Slide Show** view)

## **H**

Go to next hidden slide if the next slide is a hidden slide (**Slide Show** view)

# PowerPoint 2016 for Mac

## O

Use original timings while rehearsing (**Slide Show** view)

## M

Use mouse-click to advance while rehearsing (**Slide Show** view)

## T

Use new timings while rehearsing (**Slide Show** view)

## F12

Displays the **Mac OS X** Dashboard.

## Keyboard Shortcuts Deprecated

These shortcuts used to work in previous versions such as PowerPoint 2011 but no longer work in this version (2016).

### + F6

Switch between open PowerPoint presentations – recently opened ones after previously opened ones

### + Shift + F6

Switch between open PowerPoint presentations – previously opened ones after recently opened ones

### + Shift + C

Copy object attributes (if a shape is selected)

### + Shift + V

Paste object attributes. First, copy attributes as explained in preceding shortcut. Then press the Tab or Shift + Tab keys to select the shape or object that you want to copy attributes to. Then press the + Shift + V keyboard shortcut.

### + Shift + -

Subscript selected text

### + Shift + +

Superscript selected text

### Shift + F5

View Slide Show from the current slide onwards

# PowerPoint 2016 for Mac

**F7**

Spellcheck

**Ctrl + I** (now **Cmd + 4**)

Opens **Outline** pane (in **Normal** view)

**Ctrl + M** (now **Cmd + Shift + N**)

Adds new Slide (in **Normal** view)

**Ctrl + Shift + D**

Show Header and Footer dialog box

**Ctrl + Shift + D** (with text selected)

Show Date and Time dialog box

**Ctrl + Shift + C**

Hides all panes

**Ctrl + Shift + M**

Opens Get Images from PowerPoint slides dialog box

**Ctrl + Shift + X**

Expand the navigation pane in normal view, and switch to the outline tab

**S** or **+**

Stops the show, and freezes the screen. Press S again to restart the show (**Slide Show** view)

# PowerPoint 2011 for Mac

## Command Shortcuts

### **Cmd + A**

Select all slide objects (**Normal** view)  
Select all slides (**Slides** tab and **Slide Sorter** view)  
Select all text (in **Outline** tab)  
Changes the pointer to an arrow (**Slide Show** view)

### **Cmd + B**

Bold selected text

### **Cmd + C**

**F3**  
Copy

### **Cmd + D**

Duplicate slide objects (**Normal** view)  
Duplicate slides (**Slide Sorter** view, and in Slides pane within **Normal** view)  
Duplicate selected Layout or selected Slide Master (**Slide Master** view)

### **Cmd + Shift + D**

Duplicates active slide

### **Cmd + E**

Center Align selected text (**Normal** view)

### **Cmd + F**

Takes the cursor to the Find search box

### **Cmd + Option + G**

Group selected slide objects

### **Cmd + Shift + Option + G**

Ungroup

### **Cmd + Shift + J**

Regroup

### **Cmd + Shift + H**

Opens Replace dialog box

# PowerPoint 2011 for Mac

**Cmd + H**

Hides opened presentation(s)

**Cmd + I**

Italicize selected text

**Cmd + J**

Justify selected text

**Cmd + Control + M**

Opens Media toolbox

**Cmd + K**

Insert hyperlink

**Cmd + L**

Left align selected text

**Cmd + Shift + N**

Insert New Slide (**Normal** and **Slide Sorter**)

Inserts New Master (**Slide Master** view)

**Cmd + N**

Create New Presentation

**Cmd + M**

Minimizes opened presentation

**Cmd + Option + D**

Hide/Show Dock

**Cmd + O**

Open presentation

**Cmd + P**

Brings up Print options

Change Pointer to Pen (**Slide Show** view)

**Cmd + Q**

Exit PowerPoint

**Cmd + R**

Right align selected text

# PowerPoint 2011 for Mac

**Cmd + S**

Save (for presentations saved at least once)  
Save As (for presentations never saved)

**Cmd + T**

Opens Format Text box

**Cmd + U**

Underlines selected text

**Cmd + V****F4**

Paste

**Cmd + Control + V**

Paste Special

**Cmd + Option + R**

Hide/Show Ribbon

**Cmd + Option + +**

Zoom in Screen

**Cmd + Option + -**

Zoom out Screen

**Cmd + Shift + P**

Opens Presentation Gallery

**Cmd + W**

Close active presentation

**Cmd + X****F2**

Cut

**Cmd + Y**

Repeat or redo

**Cmd + Z****F1**

Undo

# PowerPoint 2011 for Mac

## **Cmd + F6**

Switch between open PowerPoint presentations – recently opened ones after previously opened ones

## **Cmd + Shift + F6**

Switch between open PowerPoint presentations – previously opened ones after recently opened ones

## **Cmd + Up Arrow**

Moves cursor to start of paragraph  
Nudge selected slide object upwards

## **Cmd + Down Arrow**

Moves cursor to end of paragraph  
Nudge selected slide object downwards

## **Cmd + Option + M**

Opens Format Text - Paragraph dialog box

## **Cmd + Shift + C**

Copy object attributes (if a shape is selected)

## **Cmd + Shift + V**

Paste object attributes. First, copy attributes as explained in preceding shortcut. Then press the **Tab** or **Shift + Tab** keys to select the shape or object that you want to copy attributes to. Then press the **Cmd + Shift + V** keyboard shortcut.

## **Cmd + Shift + Up Arrow**

Select or cancel selection for one paragraph above

## **Cmd + Shift + Down Arrow**

Select or cancel selection for one paragraph below

## **Cmd + Shift + >**

Increase font size

## **Cmd + Shift + <**

Decrease font size

## **Cmd + Shift + -**

Subscript selected text

# PowerPoint 2011 for Mac

## **Cmd + Shift + +**

Superscript selected text

## **Cmd + 1**

Switch to **Normal** view

## **Cmd + 2**

Switch to **Slide Sorter** view

## **Cmd + 3**

Switch to **Notes Page** view

## **Cmd + Option + Control + G**

Show/Hide Guides

## **Cmd + Tab**

Switch to next application(s). This is essentially a Mac OS X shortcut key, and not a PowerPoint shortcut

## **Cmd + Shift + Tab**

Switch to previous application(s). This is essentially a Mac OS X shortcut key, and not a PowerPoint shortcut

## **Cmd + Shift + Left Arrow**

Promote (for selected text on the slide or in the **Outline** tab)

## **Cmd + Shift + Right Arrow**

Demote (for selected text on the slide or in the **Outline** tab)

## **Cmd + Shift + Up Arrow**

Move up (for selected text on the slide or in the **Outline** tab)

## **Cmd + Shift + Down Arrow**

Move down (for selected text on the slide or in the **Outline** tab)

## **Cmd + Option + 2**

Opens Handout Master

## **Cmd + Option + 1**

Opens Slide Master

## **Cmd + Option + 3**

Opens Notes Master



# PowerPoint 2011 for Mac

## Function Key Shortcuts

### **F1**

Undo

### **F3**

Copy

### **F4**

Paste

### **F5**

View the slide show from first slide

### **Shift + F5**

View Slide Show from the current slide onwards

### **F7**

Spellcheck

### **F12**

Displays Dashboard, which are simple programs such as a calculator or calendar.

## Control Shortcuts

### **Control + I**

Opens Outline tab (in **Normal** view)

### **Control + M**

Adds new Slide (in **Normal** view)

### **Control + P**

### **Control + Q**

Pause media (Works in **Normal** and **Slide Show** views)

### **Ctrl + U (also Cmd + U)**

Hide the pointer and navigation button in 15 seconds (**Slide Show** view)

### **Control + Shift + D**

Show Header and Footer dialog box

# PowerPoint 2011 for Mac

## **Control + Shift + D (with text selected)**

Show Date and Time dialog box

## **Control + Shift + C**

Hides all panes

## **Control + Shift + M**

Opens Get Images from PowerPoint slides dialog box

## **Control + Shift + T**

Opens **Notes Page** view

## **Control + Shift + V**

Opens **Slide Sorter** view

## **Control + Shift + X**

Expand the navigation pane in normal view, and switch to the outline tab

## **Control + Click**

Opens the right-click contextual menu for the selected object

## **Shift Shortcuts**

### **Tab**

Moves to the subsequent cell within a **Table**

Activates the next option or option group within **Dialog box**

Selects next slide object on **Slide** (when one object is selected)

### **Shift + Tab**

Moves to the preceding cell within a **Table**

Activates the previous option or option group within **Dialog box**

Selects previous slide object on **Slide** (when one object is selected)

### **Shift + F3**

Cycle case of selected text (Sentence, Lowercase, and Uppercase)

### **Shift + F9**

Opens all active programs in separate Windows

### **Shift + Left Arrow**

Select or deselect one character to the left

# PowerPoint 2011 for Mac

## **Shift + Right Arrow**

Select or deselect one character to the right

## **Shift + Up Arrow**

Select or deselect text one line up

## **Shift + Home**

Select or deselect text to the beginning of the line.

## **Shift + End**

Select or deselect text to the end of the line

## **Shift + Cmd + Home**

Selects or deselect all text from the cursor to the start of the active text object

## **Shift + Cmd + End**

Selects or deselects all text from the cursor to the end of the active text object

## **Shift + Down Arrow**

Select or deselect text one line down

## Option Shortcuts

### **Option + F8**

Show Macro dialog box

### **Option + F11**

Access Microsoft Visual Basic for Applications environment

### **Option + Shift + Page Down**

Seek media ahead; like a **Forward** button (works in **Normal** and **Slide Show** views)

### **Option + Shift + Page Up**

Seek media backwards; like a **Rewind** button (works in **Normal** and **Slide Show** views)

### **Option + Left Arrow**

Rotate slide object counter clockwise by 15 degrees

# PowerPoint 2011 for Mac

## **Option + Right Arrow**

Rotate slide object clockwise by 15 degrees

## **Option + Shift + Left Arrow**

Select or cancel selection for one word to the left

## **Option + Shift + Right Arrow**

Select or cancel selection for one word to the right

## **Option + Enter**

Opens **Presenter** view

## Other Shortcuts

### **Home**

Moves cursor to beginning of current line of text  
Selects first slide (**Slide Sorter** view)

### **End**

Moves cursor to end of current line of text  
Selects last slide (**Slide Sorter** view)

### **Return**

Add text within selected object such as a shape or placeholder

### **Page Up**

Moves to previous slide (**Normal** and **Slide Show** views)

### **Page Down**

Moves to next slide (**Normal** and **Slide Show** views)

### **Spacebar, N, or Right Arrow**

Move to next slide or next animation (**Slide Show** view)

### **Delete Cmd, P, or Left Arrow**

Move to previous slide or previous animation (**Slide Show** view)

### **<Number> + Enter**

Goes to the slide of that number (**Slide Show** view)

# PowerPoint 2011 for Mac

## **B**

Pauses the slide show and displays a black screen - Press **B** again to resume the show (**Slide Show** view)

## **W** or **Comma**

Pauses the show and displays a white screen - Press **W** again to resume the show (in **Slide Show** view)

## **S** or **+**

Stops the show, and freezes the screen. Press **S** again to restart the show (**Slide Show** view)

## **Esc**

Ends the slide show (**Slide Show** view)  
Cancel a menu or dialog box action

## **Left Arrow**

Moves cursor towards left on slide (**Normal** view)  
Selects previous slide (**Slide Sorter** view)

## **Right Arrow**

Moves cursor towards right on slide (**Normal** view)  
Selects next slide (**Slide Sorter** view)

## **Up Arrow**

Moves cursor upwards on slide (Normal view)  
Selects slide upwards (Slide Sorter view)

## **Down Arrow**

Moves cursor downwards on slide (**Normal** view)  
Selects slide downwards (**Slide Sorter** view)

## **Delete**

Delete one character to the left

## **Delete**

Delete one character to the right

## **E**

Erase on-screen annotations (**Slide Show** view)

# PowerPoint 2011 for Mac

## H

Go to next hidden slide if the next slide is hidden (**Slide Show** view)

## O

Use original timings while rehearsing (**Slide Show** view)

## M

Use mouse-click to advance while rehearsing (**Slide Show** view)

## T

Set new timings while rehearsing (**Slide Show** view)

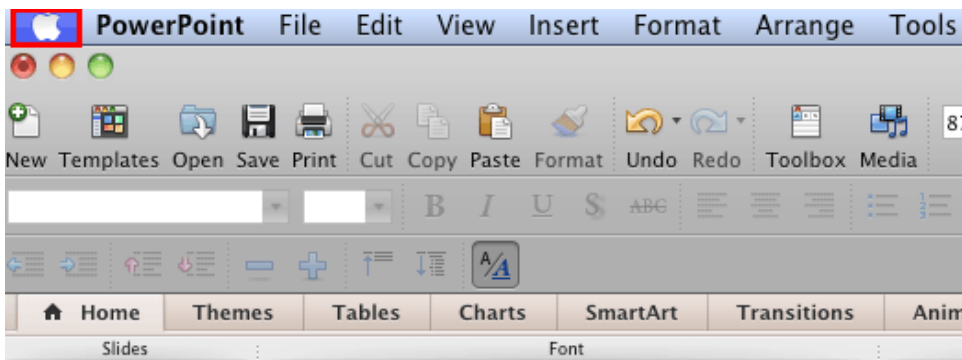
# PowerPoint 2011 for Mac

## Keyboard Sequences

When you are working with PowerPoint on Windows, you will be able to use a number of keyboard sequences which help you access various menu commands. These keyboard sequences are combinations that start with pressing the **Alt** key followed by a few more characters in succession.

But with the Mac, this approach does not work -- in fact you can do something similar but even then, the process and the results are both a little different. Let's learn more in this tutorial:

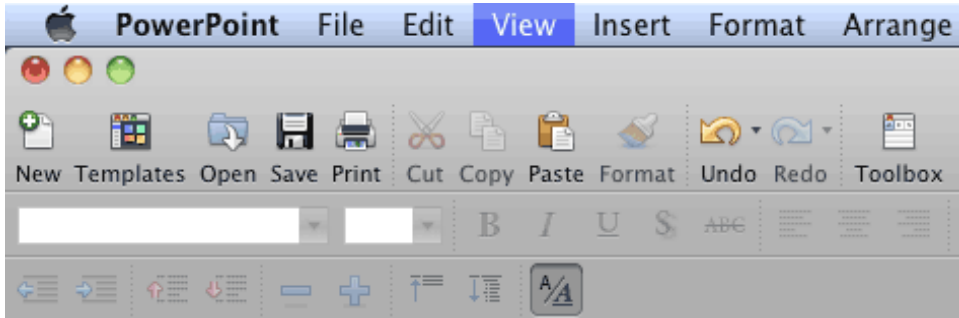
1. Press the **Ctrl+F2** key combination (or **Ctrl+Fn+F2**, if you use a smaller keyboard on a Mac laptop). This will activate the Menu Bar by highlighting the Apple Mac symbol, as shown in **Figure 1** (highlighted in red). This is an indication to signify that the Menu Bar is activated.



**Figure 1:** Menu Bar activated

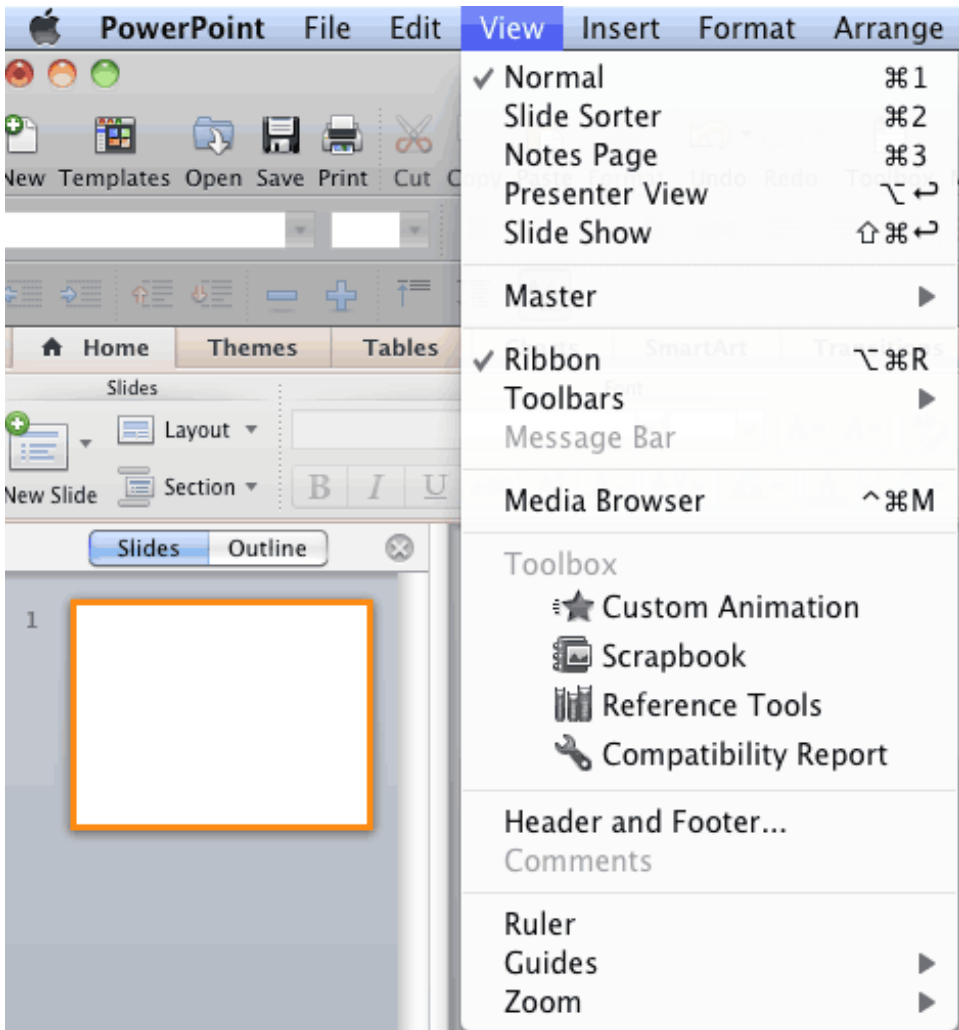
**Note:** Is the key combination **Ctrl+F2** (or **Ctrl+Fn+F2**) not working? Refer to our [Troubleshooting Menu Activation in PowerPoint 2011 for Mac](#) tutorial to know what you can do to make it work again.

2. Now type the first letter of the Menu command that you want to select. If you want to select one of the two menu commands that start with the same first letter such as **File** and **Format**, then quickly type the first two letters of the command that you want to select. In **Figure 2** you can see that we selected the **View** option just by typing the letter 'v'.



**Figure 2:** View option selected by typing the letter 'v'

3. Press the **Return** key on your keyboard to open the drop-down menu for the selected command. **Figure 3** shows the **View** drop-down menu that we accessed by pressing **Return** key when the **View** menu option was selected.

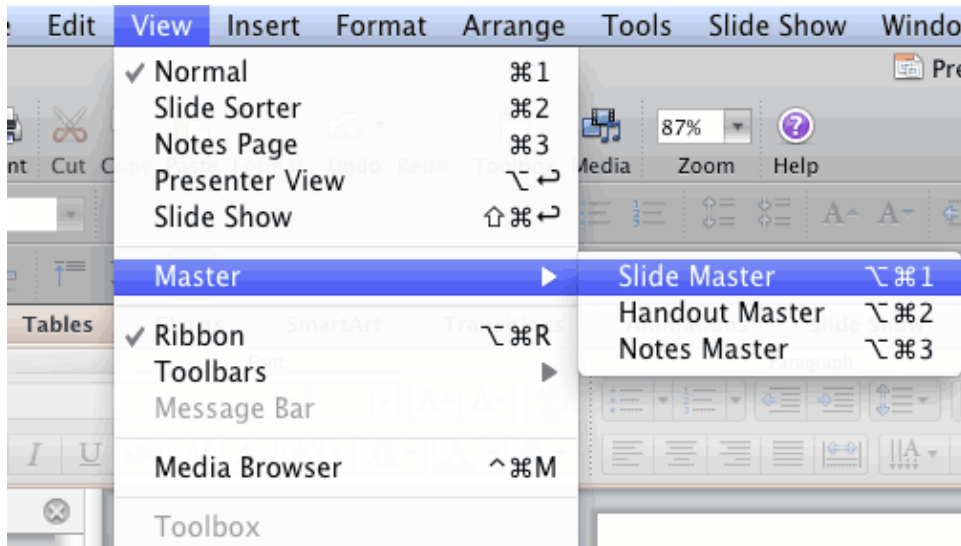


**Figure 3:** View drop-down menu activated by pressing the Return key



# PowerPoint 2011 for Mac

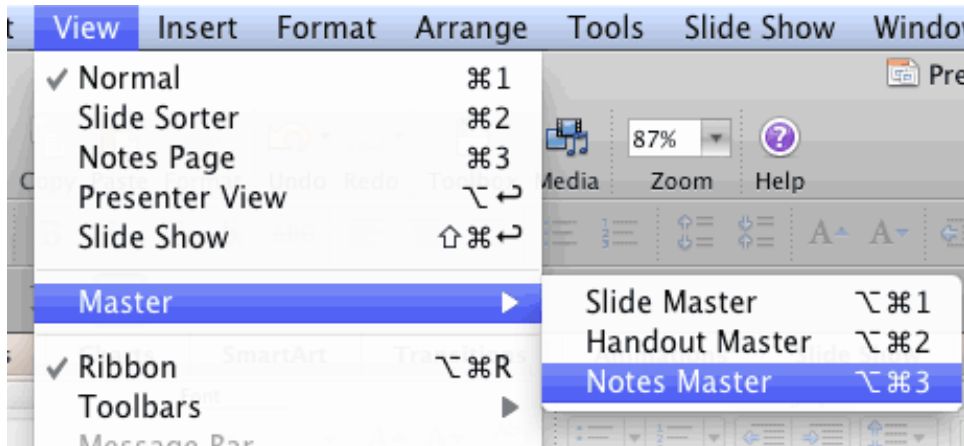
- When the drop-down menu of the selected command is opened, type the first letter of the command that you want to select within the drop-down menu. Again, to select one of the commands that start with identical words, you need to type multiple letters. We typed 'm' to select the **Master** command within the **View** menu as shown in **Figure 4**.



**Figure 4:** Typing 'm' within View drop-down menu selects the Master option

- If you select an option that includes a sub-menu, press the **Return** key again to activate the sub-menu. We activated the **Master** sub-menu by pressing the **Return** key after the **View | Master** option was selected (refer to **Figure 4**, above).
- When the required sub-menu is open, type the first letter (or the first few letters, if required) of the command that you want to select within the sub-menu. In **Figure 5** you can see that we typed the letter 'n' when the **Master** sub-menu was active – this selected the **Notes Master** option. Press the **Return** key again to execute this option.

# PowerPoint 2011 for Mac



**Figure 5:** Typing 'n' within Master sub- menu selects the notes Master option

So, the keyboard sequence we used to access the **Notes Master** view is:

**Ctrl+F2>v>Return>m>Return>n>Return.**

These keyboard sequences may at first appear long and convoluted, but once you get used to them, they can be very useful and quick when you want to access these options without a mouse.

## Ctrl Shortcuts

### **Ctrl + A**

Selects entire text within the active placeholder or notes

### **Ctrl + B**

Bold selected text

### **Ctrl + C**

Copy

### **Ctrl + D**

Duplicate slide objects (**Normal** view)

Duplicate slides (in **Slides pane** within **Normal** view)

### **Ctrl + E**

Center Align selected text (**Normal** view)

### **Ctrl + I**

Italicize selected text

### **Ctrl + K**

Insert hyperlink

### **Ctrl + L**

Left align selected text

### **Ctrl + M**

Insert New Slide (**Normal** view)

### **Ctrl + P**

Brings up Print options and converts the presentation to PDF

### **Ctrl + R**

Right align selected text

### **Ctrl + U**

Underline selected text

### **Ctrl + V**

Paste

**Ctrl + X**

Cut

**Ctrl + Y**

Repeat or redo

**Ctrl + Z**

Undo

**Ctrl + Shift + D**

Duplicate active presentation

**Ctrl + Shift + C**

Copy object attributes

**Ctrl + Shift + V**

Paste object attributes

**Ctrl + Shift + Left Arrow**

Select or cancel selection for one word to the left

**Ctrl + Shift + Right Arrow**

Select or cancel selection for one word to the right

**Ctrl + Shift + Up Arrow**

Select or cancel selection for one paragraph above

**Ctrl + Shift + Down Arrow**

Select or cancel selection for one paragraph below

**Ctrl + F4**

Close active browser

**Ctrl + F6**

Moves between active slide and the Ribbon (when a slide object is selected)

Moves between Notes and the Ribbon (when insertion cursor is placed in the Notes pane)

Moves between selected slide and Ribbon (when slide is selected in the Slides pane – you may have to press Ctrl + F6 multiple times for this to work)

**Ctrl + Backspace**

Deletes the word just before the insertion point

**Ctrl + Delete**

Deletes the word just after the insertion point

**Ctrl + Home**

Go to the beginning of the first word in a text container

**Ctrl + End**

Go to the end of the last word in a text container

**Ctrl + Left Arrow**

Go to the beginning of the previous word

**Ctrl + Right Arrow**

Move cursor to beginning of next word

**Ctrl + Up Arrow**

Move cursor to start of previous paragraph

**Ctrl + Down Arrow**

Move cursor to start of next paragraph

## Shift Shortcuts

**Shift + Right Arrow**

Selects or deselects one character towards right

**Shift + Left Arrow**

Selects or deselects one character towards left

**Shift + Ctrl + Right Arrow**

Selects or deselects one word towards right

**Shift + Ctrl + Left Arrow**

Selects or deselects one word towards left

**Shift + Up Arrow**

Selects or deselects up one line

**Shift + Down Arrow**

Selects or deselects down one line

**Shift + Ctrl + Up Arrow**

Selects or deselects up one paragraph

**Shift + Ctrl + Down Arrow**

Selects or deselects down one paragraph

**Shift + Home**

Selects the text from the insertion point till the beginning of line.

**Shift + End**

Selects the text from the insertion point till the end of line.

**Shift + Ctrl + Home**

Selects till the beginning of the text placeholder or notes

**Shift + Ctrl + End**

Selects till the end of the text placeholder or notes

## Other Shortcuts

**Page Up**

Move to previous slide (**Normal** and **Slide Show** views)

**Page Down**

Move to next slide (**Normal** and **Slide Show** views)

**Home**

Move cursor to the beginning of the current line of text within placeholder

Select first slide (**Normal** view)

**End**

Move cursor to the end of the current line of text within placeholder

Select last slide (**Normal** view)

**Spacebar, N, or Right Arrow**

Move to next slide or next animation (**Slide Show** and **Reading** view)

## **P, or Left Arrow**

Move to previous slide or previous animation (**Slide Show** and **Reading** view)

## **G + type the number + Tab + Enter**

Go to a specific slide (**Slide Show** and **Reading** view)

## **Esc**

Exit Slide Show

## **Left Arrow**

Move cursor towards left (**Normal** view)

Nudges the selected object towards left

## **Right Arrow**

Move cursor towards right (**Normal** view)

Nudge the selected object towards right

## **Up Arrow**

Move cursor upwards (**Normal** view)

Nudges the selected object upwards

Select slide upwards (**Slides pane**)

## **Down Arrow**

Move cursor downwards (**Normal** view)

Nudges the selected object downwards

Select slide downwards (**Slides pane**)

## **Tab**

Move among placeholders on a slide

Move among ribbon commands

## **Tab, Enter**

Activate a different ribbon tab

Enter

Execute the currently selected ribbon command

Selects the current placeholder

## Function Key Shortcuts

### **F2**

End editing text in a placeholder

# PowerPoint Online for Mac

## Command Shortcuts

### **Cmd + A**

Selects entire text within the text placeholder or Notes pane (requires that you first click once to establish an insertion point)

### **Cmd + B**

Bold selected text

### **Cmd + C**

Copy

### **Cmd + D**

Duplicate slide objects (**Normal** view)  
Duplicate slides (in **Slides pane** within **Normal** view)

### **Cmd + E**

Center Align selected text (**Normal** view)

### **Cmd + I**

Italicize selected text

### **Cmd + K**

Insert hyperlink

### **Cmd + L**

Left align selected text

### **Cmd + M**

Insert New Slide (**Normal** view)

### **Cmd + P**

Converts presentation to PDF

### **Cmd + R**

Right align selected text

### **Cmd + U**

Underline selected text

### **Cmd + V**

Paste



# PowerPoint Online for Mac

**Cmd + X**

Cut

**Cmd + Y**

Repeat or redo

**Cmd + Z**

Undo

**Cmd + Shift + Left Arrow**

Selects the text from the cursor position till the beginning of the line

**Cmd + Shift + Right Arrow**

Selects the text from the cursor position till the end of the line

**Cmd + Shift + Up Arrow**

Selects the text from the cursor position till the beginning of the text placeholder

**Cmd + Shift + Down Arrow**

Selects the text from the cursor position till the end of the text placeholder

**Cmd + Q**

Close active browser

**Cmd + F6**

Moves between active slide and the Ribbon (when a slide object is selected)

Moves between Notes and the Ribbon (when insertion cursor is placed in the Notes pane)

Moves between selected slide and Ribbon (when slide is selected in the Slides pane – you may have to press **Cmd + F6** multiple times for this to work)

**Cmd + Delete**

Delete the text from the cursor position till the beginning of the line

**Cmd + Home**

Opens the home page of the browser

# PowerPoint Online for Mac

**Cmd + Left Arrow**

Move cursor to the beginning of the line

**Cmd + Right Arrow**

Move cursor to end of line

**Cmd + Up Arrow**

Move cursor to beginning of the text placeholder

**Cmd + Down Arrow**

Move cursor to end of the text placeholder

## Shift Shortcuts

**Shift + Cmd + Right Arrow**

Selects till end of line

**Shift + Cmd + Left Arrow**

Selects till beginning of the line

**Shift + Cmd + Up Arrow**

Selects till beginning of the text placeholder

**Shift + Cmd + Down Arrow**

Selects till end of the text placeholder

**Shift + Right Arrow**

Selects one character rightwards

**Shift + Left Arrow**

Selects one character leftwards

**Shift + Up Arrow**

Selects one line upwards

**Shift + Down Arrow**

Selects one line downwards

**Shift + Home**

Selects till beginning of the text placeholder

# PowerPoint Online for Mac

## **Shift + End**

Selects till end of the text placeholder

## **Shift + Cmd + Home**

Opens the home page of the browser

## Other Shortcuts

### **Page Up**

Move to previous slide (**Normal** and **Slide Show** views)

### **Page Down**

Move to next slide (**Normal** and **Slide Show** views)

### **Home**

Select first slide (**Normal** view)

### **End**

Select last slide (**Normal** view)

### **Spacebar, N, or Right Arrow**

Move to next slide or next animation (**Slide Show** and **Reading** view)

### **P or Left Arrow**

Move to previous slide or previous animation (**Slide Show** and **Reading** view)

### **G, type the number, Tab, Enter**

Go to a specific slide (**Slide Show** and Reading view)

### **Esc**

Exit Slide Show

### **Left Arrow**

Move cursor towards left on slide (**Normal** view)

### **Right Arrow**

Move cursor towards right on slide (**Normal** view)

### **Up Arrow**

Move cursor upwards on slide (**Normal** view)

Select slide upwards (**Slides pane**)

# PowerPoint Online for Mac

## **Down Arrow**

Move cursor downwards on slide (**Normal** view)

Select slide downwards (**Slides pane**)

## **Tab**

Move among placeholders on a slide

Move among Ribbon tabs

## **Tab, Enter**

Select and activate a different Ribbon tab

## **Enter**

Execute the currently selected Ribbon command

Select the current placeholder

## Function Key Shortcuts

### **F2**

End editing text in a placeholder

## About the Author

Geetesh Bajaj has been designing presentations and templates for over a decade and half now, and heads Indezine, a presentation and content creation studio based out of Hyderabad, India.



Geetesh believes that any presentation is a sum of its elements—these elements include abstract elements like concept, color, interactivity, and navigation—and also slide elements like shapes, graphics, charts, text, sound, video, and animation. He explains how these elements work together

in his best-selling book [Cutting Edge PowerPoint for Dummies](#)—the book has several five-star ratings on Amazon.com. Geetesh has also authored three other books on PowerPoint 2007, and two books on Microsoft Office for Mac.

Geetesh has been awarded the Microsoft MVP (Most Valuable Professional) title for PowerPoint since the last 11 years.

His Indezine.com site attracts nearly three million page views each month and has thousands of free PowerPoint templates, Themes, and other goodies for visitors to download.

He also does custom training sessions for PowerPoint and presentation skills.

To enquire about these training sessions, [fill in the feedback form](#) on Indezine.com.

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