PowerPoint Keyboard Shortcuts and Sequences

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

Front Matter

INDEZINE

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Credits

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You Need Keyboard Shortcuts?

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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 PowerPoint 2013, 2010, and 2007.

Even then, there are differences in how shortcuts work in the last four released versions of PowerPoint: 2003, 2007, 2010, and 2013 – that's because some features get deprecated and newer features were 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 four versions of PowerPoint for Windows (2013, 2010, 2007, and 2003) – we are sure you will find this compilation useful.

We are also exploring doing a similar compilation for users of PowerPoint's Mac versions.

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 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 Layout and 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 view

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
Bring 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)
Open All Slides dialog box (Slide Show view)

Ctrl + T
Open Font dialog box
Display the computer task bar (Slide Show view)

PowerPoint 2013

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
Repeat or redo

Ctrl + Z
Undo

Ctrl + F1
Hide and unhide Ribbon

Ctrl + F2
Print Preview

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

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 -- otherwise to the first slide

Ctrl + End
Go to the end of the last word in a text container -- otherwise to the last slide

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

Ctrl + Down Arrow
Move cursor to start of next paragraph
Nudge selected slide object downwards

PowerPoint 2013

Ctrl + Shift + F
Open Font dialog box, when text is selected

Ctrl + Shift + P
Open Font dialog box, when text is selected

Ctrl + Shift + F12
Print

Ctrl + Shift + C
Copy object attributes

Ctrl + Shift + V
Paste object attributes

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

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**)

PowerPoint 2013

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 + A
Access Animations tab of the Ribbon

Alt + 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 New for 2013
Access Developer tab of the Ribbon

Alt + M
Access Slide Master tab of the Ribbon (Slide Master view)

Alt + N
Access Insert tab of the Ribbon

PowerPoint 2013

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 **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

PowerPoint 2013

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 + Shift + F
Open Backstage view

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)

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 pane

Alt + Shift + 9
Show all content within Outline view
Expand all groups within the Selection pane

Alt + Shift + +
Expand text for selected title within Outline view

PowerPoint 2013

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

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)

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
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

PowerPoint 2013

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)

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 various panes, the QAT, and the Ribbon (Normal view)

F7
Spellcheck

Shift + F7
Thesaurus

F12
Save as

PowerPoint 2013

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, place-holder, 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 (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)

PowerPoint 2013

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, place-holder, or shape is active)

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)

PowerPoint 2013

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

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

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

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 2013

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

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

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 2010

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 Layout and 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
Group selected slide objects

Ctrl + Shift + G
Ungroup

Ctrl + H
Opens Replace dialog box
Hide Pointer and Navigation buttons (Slide Show view)

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

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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)
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)

PowerPoint 2010

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
Repeat or redo

Ctrl + Z
Undo

Ctrl + F1
Hide and unhide Ribbon

Ctrl + F2
Print Preview

Ctrl + F4
Close active presentation

Ctrl + F5
Broadcast Slide Show

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

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.

Ctrl + F12
Open presentation

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 -- otherwise to the first slide

Ctrl + End
Goes to the end of the last word in a text container -- otherwise to the last slide

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

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 + Shift + F
Font dialog box, when text is selected

Ctrl + Shift + P
Font dialog box, 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

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

Alt Shortcuts

Alt + A
Access Animation tab of the Ribbon

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

Alt + 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 + 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)

Indezine Feedback

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

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

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)

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 swquences can be found in page 35.

PowerPoint 2010

Alt + Shift + D
Show Header and Footer dialog box

Alt + Shift + F
Opens Backstage view

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

Alt + Shift + 9
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

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)

PowerPoint 2010

Shift + F3
Cycle case of selected text (Sentence, Lowercase, and Uppercase)

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 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

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.

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)

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 various panes, the QAT, and the Ribbon (Normal view)

F7
Spellcheck

Shift + F7
Thesaurus

F12
Save as

PowerPoint 2010

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, place-holder, 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)

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)

PowerPoint 2010

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

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

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

You can also distribute selected slide objects:

Alt+H > G > A > H
Distribute objects Horizontally

Alt+H > G > A > V
Distribute objects Vertically

PowerPoint 2010

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

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 Layout and 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
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
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 2007

Ctrl + V
Paste

Ctrl + Alt + V
Paste Special

Ctrl + W
Close active presentation

Ctrl + X
Cut

Ctrl + Y
Repeat or redo

Ctrl + Z
Undo

Ctrl + F1
Hide and unhide Ribbon

Ctrl + F2
Print Preview

Ctrl + F4
Close active presentation

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 + Tab
Switch between open PowerPoint presentations

PowerPoint 2007

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 -- otherwise to the first slide

Ctrl + End
Goes to the end of the last word in a text container -- otherwise to the last slide

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
Font dialog box, when text is selected

PowerPoint 2007

Ctrl + Shift + P
Font dialog box, 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 2007

Alt Shortcuts

Alt + A
Access Animation tab of the Ribbon

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

Alt + 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 + M
Access Slide Master tab of the Ribbon (Slide Master view)

Alt + N
Access Insert tab of the Ribbon

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

PowerPoint 2007

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 + Shift + F
Opens Office Button menu

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)

PowerPoint 2007

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

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

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)

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 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)

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, place-holder, 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)

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, place-holder, 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

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 Ttask pane

Alt+H > I > R
Bring up Reuse Slides Task pane

PowerPoint 2007

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 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

PowerPoint 2007

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

You can also distribute selected slide objects:

Alt+H > G > A > H
Distribute objects Horizontally

Alt+H > G > A > V
Distribute objects Vertically

PowerPoint 2007

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
Bringsup 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 > 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

INDEZINE

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)

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

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

PowerPoint 2003

Ctrl + Delete
Deletes the word just after the insertion point

Ctrl + Home
Goes to the beginning of the first word in a text container -- otherwise to the first slide

Ctrl + End
Goes to the end of the last word in a text container -- otherwise to the last slide

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

PowerPoint 2003

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

Alt Shortcuts

Alt + D
Opens Slide Show menu

Alt + E
Opens Edit menu

PowerPoint 2003

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

Alt + U
Opens AutoShape menu in the Drawing toolbar

Alt + V
Opens View menu

Alt + W
Opens Window menu

PowerPoint 2003

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)

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

Shift + F6
Move to a pane from another pane in the program window (works counterclockwise)

Shift + F9
Show or hide the grid

PowerPoint 2003

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)

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, place-holder, 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 2003

<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)
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, place-holder, 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

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

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 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 Layout and 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

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

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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

Cmd + Shift + V
Paste object attributes

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

Cmd + Shift + +
Superscript selected text

PowerPoint 2011 for Mac

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) (essentially a Windows shortcut key, not a PowerPoint shortcut)

Cmd + Shift + Tab
Switch to previous application(s) (essentially a Windows shortcut key, 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

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

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

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

Note: All Mac keyboards may not have the Enter key – in that case, you can press both the Fn and Return keys together instead of Enter.

Backspace
Delete one character to the left (when text within a text box, place-holder, or shape is active)

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)

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)

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)

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.
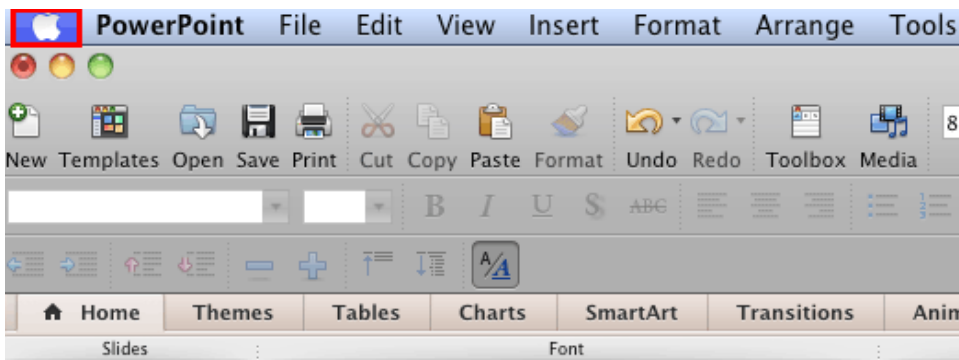
Figure 1: Menu Bar activated

    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'.

PowerPoint 2011 for Mac

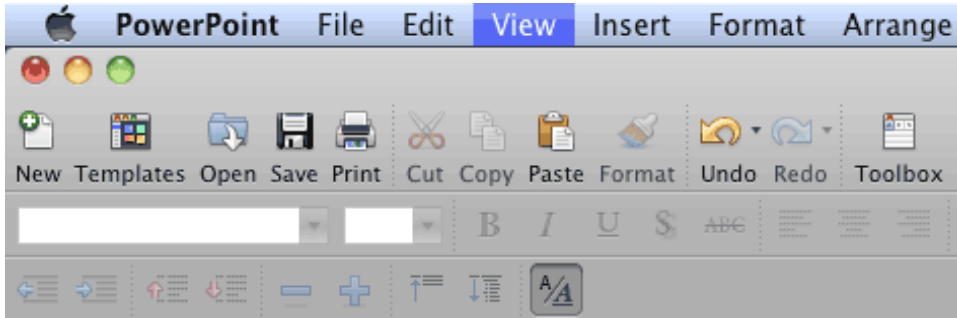**Figure 2:** View option selected by typing the letter 'v'

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.
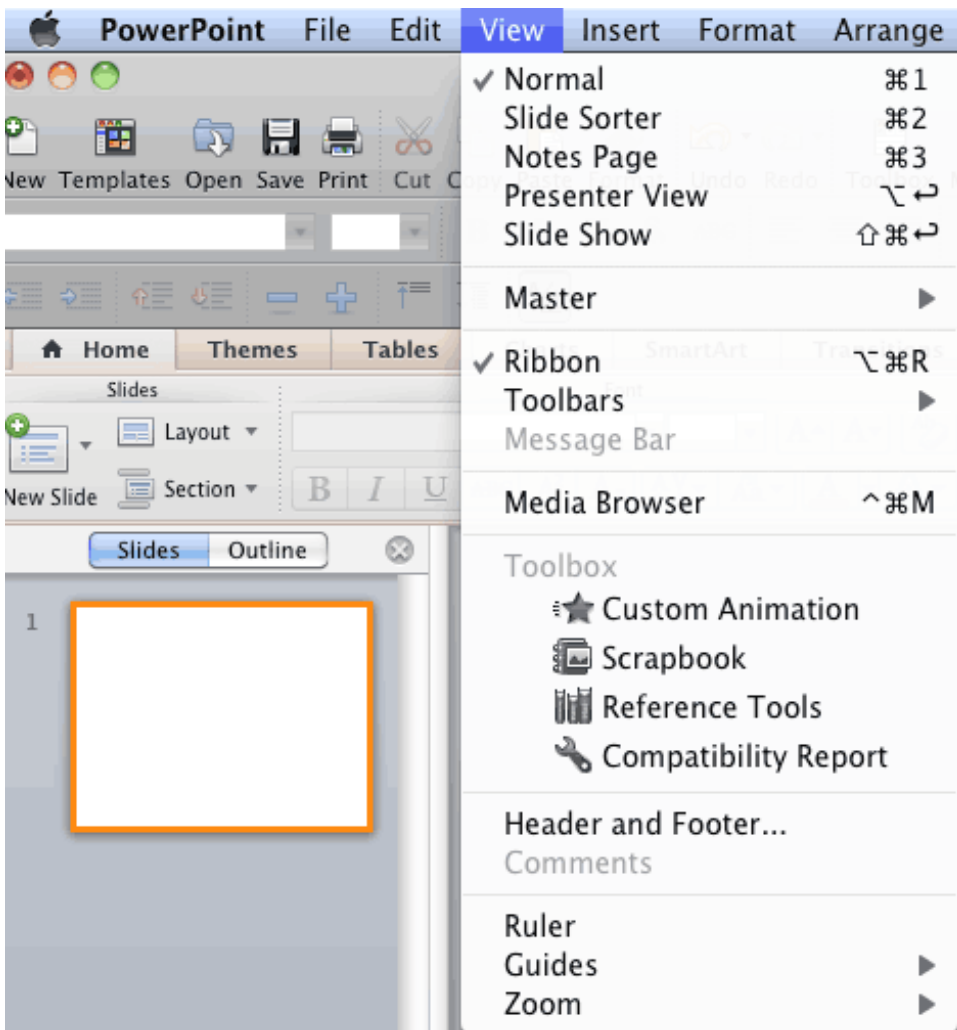

Figure 3: View drop-down men activated by pressing the Return key

4. 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**.
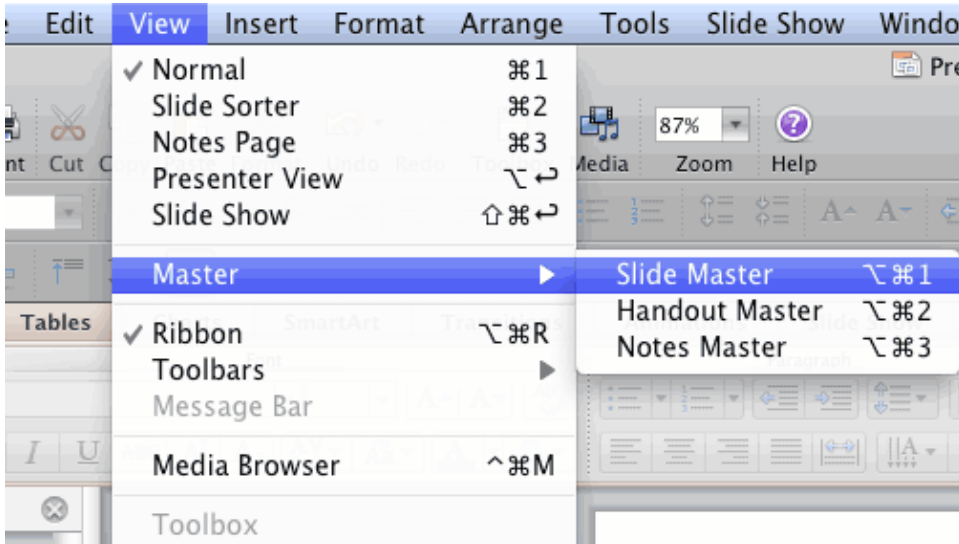
Figure 4: Typing 'm' within View drop-down menu selects the Master option

5. 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).

6. 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.

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.
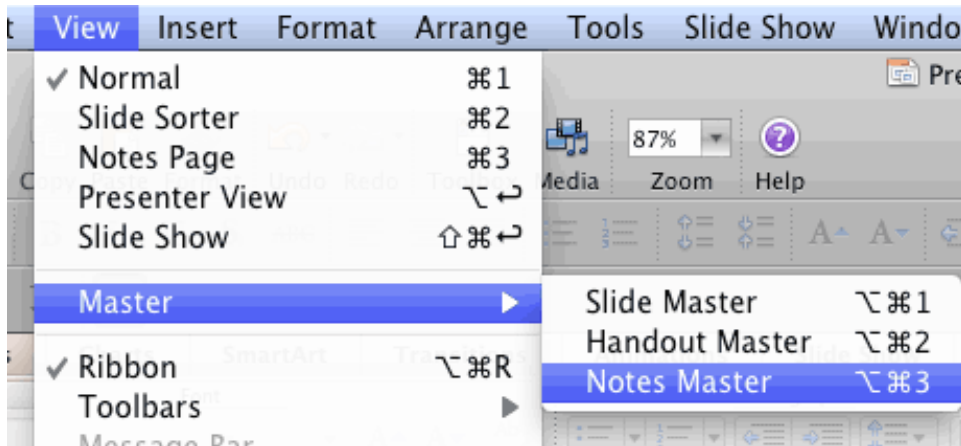
Geetesh believes that any presentation is a sum of its elements—these elements include abstract elements like concept, color, interactivity, and navigation—and also slide elements like shapes, graphics, charts, text, sound, video, and animation. He explains how these elements work together in his best-selling 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.

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