Keyboard Shortcuts for PowerPoint

Sometimes using the keyboard is quicker than using the mouse.

Activity	Shortcut Keys
Insert a new slide	CTRL+M
Switch to the next pane (clockwise)	F6
Switch to the previous pane (counterclockwise)	SHIFT+F6
Make a duplicate of the current slide	CTRL+D
Start a slide show	F5
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Apply subscript formatting	CTRL+EQUAL SIGN (=)
Apply superscript formatting	CTRL+PLUS SIGN (+)
Open the **Font** dialog box	CTRL+T
Repeat your last action	F4 or CTRL+Y
Find	CTRL+F
View guides	CTRL+G
Delete a word	CTRL+BACKSPACE
Capitalize	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

Quick Hints (my favorites ****)

1. To draw a line that is perfectly horizontal or vertical:

Depress the Shift key while dragging to create your line.

2. To draw a perfect square:

Depress the Shift key while dragging to create your square.

3. To draw a perfect circle:

Depress the Shift key while dragging to create your circle.

4. ****To insert a blank line that is not preceded by a bullet point:

Instead of pressing the Enter key, press Shift+Enter.

5. To select more that one object at a time:

Select the first object, then while depressing the Shift key select the other objects that you wish to select.

6. To quickly format an AutoShape:

Double click on the AutoShape.

7. To preview a presentation in black and white:

Click on View…Black and White.

8. To hide part of a graphic:

Use the Crop icon contained within the Picture toolbar.

9. To quickly ungroup a grouped object:

Right click on the grouped object and select the Un-group command.

10. To quickly send to the back or bring forward an object:

Right click on the object and select the required command.

11. To copy a slide (including the Slide Master content) to the Clipboard:

Switch to Slide Sorter view, select the slide that you wish to copy to the Clipboard and then press Ctrl+C.

12. ****To embed TrueType fonts that that your presentation will display the current font even when used on a different PC that does not have the fonts you have used installed locally:

Create you presentation as normal. Click on the SaveAs command. From within the SaveAs dialog box, click on the Tools icon drop down menu. Select the Save Options. Select the Embed TrueType fonts option.

13. ****To insert the copyright symbol:

To insert the copyright © symbol, enter (c)
To insert the Trademark ™ symbol enter (tm)
To insert the registered ® symbol enter (r)

14. ****To make text incrementally larger or smaller:

Select the text and to make it larger repeatedly press Ctrl+], or to make it smaller press Ctrl+[

15. ****Saving Shows:

Save your presentation as a 'PowerPoint Show' (.pps) and your presentation will open straight into screenshow mode.

16. ****Hiding Screens:

Once your presentation is open you can hide your first (or any other) screen until you are ready to start by pressing 'B'' to blackout the screen or ('W' to 'whiteout' the screen) then press the 'B' or 'W' again to reveal the screen when you are ready.

17. Jumping to Screens:

In show mode type a number then hit 'enter' to go to straight to that screen i.e. '1' to go back to the 1st screen. This is particularly useful if you have a large show for multiple speakers - just make a note of the slide number where each one starts - and during rehearsal simply keying it in jumps you straight to the right place.

18. To go to the First Slide or Last Slide:

Ctrl+Home will take you to the first slide in a presentation, Ctrl+End will take you to the last slide.

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