

## Basic or general shortcuts on PowerPoint

Keyboard Shortcut	Function
Ctrl + K	Insert a hyperlink.
Ctrl + M	Add a new slide.
Ctrl + N	Create a new power point presentation.
Ctrl + O	Open an existing presentation.
Ctrl + P	Print a presentation.
Ctrl + Q	Save and close a presentation.
Ctrl + S	Save a presentation.
Ctrl + T	Open the Font dialog box.
Ctrl + W	Close a presentation.
Alt + A	Go to the Animations tab.
Alt + C	Go to the Record tab.
Alt + F	Open the File tab menu.

Alt + G	Open the Design tab.
Alt + H	Go to the Home tab.
Alt + JI	Go to the Draw tab.
Alt + K	Go to the Transitions tab.
Alt + N	Open the Insert tab.
Alt + Q	Go to the “Tell me what you want to do” box.
Alt + R	Go to the Review tab.
Alt + S	Go to the Slide Show tab.
Alt + W	Go to View tab.
Alt + Y	Go to the Help tab.
Alt + F2	Open the Save As dialog box.
Ctrl + F1	Show or hide the ribbon.
Ctrl + F2	Print Preview View.

Ctrl + Tab	Switch between different open presentations.
------------	--

## Shortcuts for Navigating and Selecting Objects

Keyboard Shortcut	Function
Tab	Select and/or switch to the next object on a slide.
Shift + Tab	Select or move to the previous object on a slide.
Home	Go to the first slide, or from within a text box, go to the beginning of the line.
End	Go to the last slide, or from within a text box, go to the end of the line.
Page Up	Go the previous slide.
Page Down	Go to the next slide.
Ctrl + Up Arrow	Move a slide up in the presentation.
Ctrl + Down Arrow	Move a slide down in the presentation (click on a slide thumbnail first).
Ctrl + Shift + Up Arrow	Move a slide to the beginning of the presentation (click on a slide thumbnail first).

Ctrl + Shift + Down Arrow	Move a slide to the end of the presentation.
------------------------------	--

## Shortcuts for Editing and Formatting Text

Keyboard Shortcut	Function
Ctrl + A	Select all text in a textbox. Select all slides in a presentation or all objects on a slide.
Ctrl + B	Use to find and replace.
Ctrl + C	Copy
Ctrl + D	Duplicate slide.
Ctrl + E	Center the text paragraph.
Ctrl + F	Use to find and replace.
Ctrl + H	Open replace dialog box.
Ctrl + I	Apply italic text format.
Ctrl + J	Justify a paragraph.
Ctrl + L	Align left a paragraph.

Ctrl + R	Align paragraph to the right.
Ctrl + T	Open formatting menu for font.
Ctrl + U	Apply underline format.
Ctrl + V	Paste cut or copied object or text.
Ctrl + X	Cut selected object or text.
Ctrl + Y	Redo or repeat last action.
Ctrl + Z	Undo an action.
Ctrl + Shift + >	Increase font size.
Ctrl + Shift + <	Decrease font size.
Ctrl + (=)	Apply subscript format.
Ctrl + Shift + (+)	Apply superscript shortcut in PowerPoint.
Ctrl + Alt + V	To open Paste Special dialog box.
Shift + F3	Change letter case either uppercase or lowercase.

F7	To open spell check.
Shift + F7	To open thesaurus.
Alt + H + S	To insert new shape
Alt + N + P	To insert new image.
Alt + N + W	To insert word art.

## Delete shortcuts on PowerPoint

Keyboard Shortcut	Function
Delete	used to delete selected text or slide.
Ctrl + Backspace	used to delete one word left.
Ctrl + Delete	used to delete one word right.
Backspace	used to delete selected one character left.

## Shortcuts for Object Formatting

Keyboard Shortcut	Function
Ctrl + D	used to duplicate selected objects.
Ctrl + G	used to group selected objects.
Ctrl + Shift + G	used to group selected objects.
Shift + arrow right	used to increase text box width as well as to increase object size.
Shift + arrow left	used to decrease text box width and decrease object size.
Shift + arrow up	used Increase text box height
Shift + arrow down	used to decrease text box height
Alt + arrow right	used to rotate objects clockwise
Alt + arrow left	used to Rotate objects counterclockwise

# Slideshow Shortcut Key in PowerPoint Presentation

Keyboard Shortcut	Function
B or point (.)	Changing the color of the monitor into black. (Repeat the same process in order to return the slideshow.)
N or spacebar or right arrow	Move to the next slide.
P	Move to the previous slide.
W or Comma (,)	use to pause the slideshow.
Ctrl + H	hide the cursor in the slideshow.
Ctrl + P	to activate Pen tool while playing the slideshow.
Ctrl + E or E	Use to erase a mark you made with a pen in the slide.
F5	Start the slide show.
Shift + F5 or Alt + S + C	Start a presentation from the current slide.
Alt + F5 or Alt + S + B	Switch to presenter view.
Esc	Exit or end the slide show.



Ctrl + Plus sign (+)	Zoom in.
Ctrl + Minus sign (-)	Zoom out.
Ctrl + Alt + O	Zoom to fit.
N or Page Down (PgDn)	Move to the next slide while playing the slideshow.