

PowerPoint

Cheat Sheet



File Management

New File	Ctrl + N
Save	Ctrl + S
Save As	F12
Open	Ctrl + O
Print	Ctrl + P
Close Document	Ctrl + W
Switch Windows	Ctrl Tab
Undo	Ctrl + Z
Redo	Ctrl + Y
Spellcheck	F7

Editing Slides

Jump to First Slide	Ctrl + Home
New Slide	Ctrl + M
Select All	Ctrl + A
Zoom in/out	Ctrl + Mouse Wheel
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Duplicate	Ctrl + D
Duplicate Object With Mouse	Ctrl + Drag Object
Group Objects	Ctrl + G
Ungroup Objects	Ctrl + Shift + G

Formatting Slides

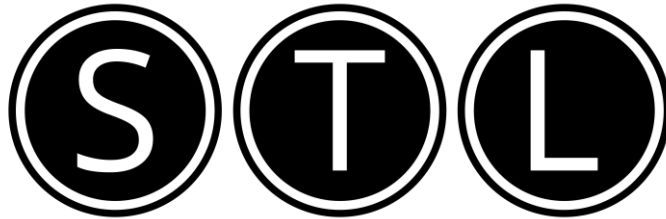
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Left Align Text	Ctrl + L
Centre Align Text	Ctrl + E
Right Align Text	Ctrl + R
Font Size	Ctrl + < or >

Presenting Slides

Start Presentation (from beginning)	F5
Start Presentation (from current slide)	Shift + F5
Blank Screen	B
End Presentation	Esc

Notes





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