

## MS PowerPoint keyboard shortcuts

<b>Working with Data</b>	
Enter	Enters a new paragraph
Shift + Enter	Enters a line break (Soft break)
Ctrl + Tab	Inserts a tab in a table cell
Shift + Home	Extends the selection to the beginning of the line
Shift + End	Extends the selection to the end of the line
Shift + Up Arrow	Extends the selection one line up
Shift + Down Arrow	Extends the selection one line down
Shift + Left Arrow	Extends the selection one character to the left
Shift + Right Arrow	Extends the selection one character to the right
Ctrl + Shift + Home	Extends the selection to the beginning of the textbox
Ctrl + Shift + End	Extends the selection to the end of the textbox
Ctrl + Shift + Up Arrow	Selects to the line above
Ctrl + Shift + Down Arrow	Selects to the line below
Ctrl + Shift + Left Arrow	Selects to the beginning of the word
Ctrl + Shift + Right Arrow	Selects to the end of the word
Delete	Deletes one character to the right
Backspace	Deletes one character to the left
Ctrl + Delete	Deletes one word to the right
Ctrl + Backspace	Deletes one word to the left
Ctrl + ]	Increases the font size to the next size in the drop-down list
Ctrl + [	Decreases the font size to the next size in the drop-down list
Ctrl + Shift + >	Increases the font size to the next size in the drop-down list
Ctrl + Shift + <	Decreases the font size to the next size in the drop-down list
Ctrl + =	Toggles Subscript on the selection
Ctrl + Shift + =	Toggles Superscript on the selection
<b>Navigation</b>	
Arrow Keys	Moves one character or line in the given direction
Tab	Moves to the first or next hyperlink / object / cell
Shift + Tab	Moves to the last or previous hyperlink / object / cell
Home	Moves to the beginning of the line
End	Moves to the end of the line
Page Up	Moves to the previous slide
Page Down	Moves to the next slide
Shift + Page Up	Moves to the previous slide
Shift + Page Down	Moves to the next slide
Ctrl + Home	Moves to the beginning of the text box
Ctrl + End	Moves to the end of the text box
Ctrl + Up Arrow	Moves up one paragraph
Ctrl + Down Arrow	Moves down one paragraph
Ctrl + Left Arrow	Moves one word to the left
Ctrl + Right Arrow	Moves one word to the right
Ctrl + Enter	Moves to the next title or body text placeholder
<b>Function Keys</b>	
F1	Display Help or the Office Assistant
F2	Select the text box containing an object or text
F4	Repeats the last presentation action (Edit > Repeat)
F5	Runs the presentation (View > Slide Show)
F6	Moves to the next pane in the presentation (clockwise)
F7	Displays the (Tools > Spelling) dialog box
F10	Toggles the activation of the Menu Bar
F12	Displays the (File > Save As) dialog box

## MS PowerPoint keyboard shortcuts

<b>Shift + Function</b>	
Shift + F1	Activates the context sensitive What's this? It prompts (Help > What's This)
Shift + F3	Toggles between lowercase, title case and uppercase on the selection
Shift + F4	Repeat the last Find, the same as (Edit > Find Next)
Shift + F6	Moves to the previous pane in the presentation (anti-clockwise)
Shift + F9	Toggles the display of Guide Lines
Shift + F10	Display the (Shortcut) menu for the selected item
Shift + F12	Saves, Displays the (File > Save As) dialog box if a new presentation
<b>Ctrl + Function</b>	
Ctrl + F4	Closes the active presentation or window (File > Close)
Ctrl + F5	Restore the size of the active presentation or window
Ctrl + F6	Moves to the next presentation window
Ctrl + F7	Activates the Move window command
Ctrl + F8	Activates the Resize window command
Ctrl + F9	Minimizes the size of the active presentation or window
Ctrl + F10	Maximize the size of the active presentation or window
Ctrl + F12	Displays the (File > Open) dialog box
<b>Ctrl + Letters</b>	
Ctrl + A	Selects all the objects on the active slide
Ctrl + B	Toggles bold on the current selection
Ctrl + C	Copies the current selection to the clipboard (Edit > Copy)
Ctrl + D	Make a duplicate of the selected slide (Edit > Duplicate)
Ctrl + E	Centre aligns the current selection
Ctrl + F	Displays the (Edit > Find) dialog box
Ctrl + G	Displays the (View > Grid and Guides) dialog box
Ctrl + H	Displays the (Edit > Replace) dialog box
Ctrl + I	Toggles italics on the current selection
Ctrl + J	Justifies the current selection
Ctrl + K	Displays the (Insert > Hyperlink) dialog box (in a textbox)
Ctrl + L	Left aligns the current selection
Ctrl + M	Inserts a new slide (Insert > New Slide)
Ctrl + N	Creates a new presentation (File > New)
Ctrl + O	Displays the (File > Open) dialog box
Ctrl + P	Displays the (File > Print) dialog box
Ctrl + R	Right aligns the current selection
Ctrl + S	Saves, Displays the (File > Save As) dialog box if a new presentation
Ctrl + T	Displays the (Format > Font) dialog box
Ctrl + U	Toggles (continuous) underlying of the selection
Ctrl + V	Pastes the entry from the clipboard (Edit > Paste)
Ctrl + W	Closes the active presentation or window (File > Close)
Ctrl + X	Cuts the current selection to the clipboard (Edit > Cut)
Ctrl + Y	Repeats the last presentation action (Edit > Repeat)
Ctrl + Z	Undo the last presentation action (Edit > Undo)

## MS PowerPoint keyboard shortcuts

Miscellaneous	
Alt + Tab	Toggles between all your open applications
Alt + Shift + Tab	Toggles backwards between all your open applications
Ctrl + Shift + Tab	Toggles between the Outline tab and the Slides tab in Normal view.
Ctrl + Spacebar	Remove manual character formatting returning the text back to its default
Esc	Cancels the action or closes the dialog box
Alt + Shift + Left Arrow	Promotes a paragraph
Alt + Shift + Right Arrow	Demotes a paragraph
Alt + Shift + Up Arrow	Moves the selected paragraphs up
Alt + Shift + Down Arrow	Moves the selected paragraphs down
Alt + Shift + +	Expands the text below a heading
Alt + Shift + -	Collapses the text below a heading
/	Turn character formatting on or off
Alt + Escape	Switches to the next program
Ctrl + Escape	Displays the Start Menu
Print Screen	Copies a picture of the whole screen to the clipboard
Alt + Print Screen	Copies a picture of just the active window to the clipboard