



MS Power Point

Keyboard Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE MS
POWERPOINT SHORTCUTS.

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Below is a list of MS PowerPoint keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want.



How To Read The List

Where shortcut keys must be pressed together they will be shown like this



which means press CTRL and C together.

Where keys must be pressed one after the other they will be shown like this



which means press Alt and O together, then release those keys and press H, then R.

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Basic

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Create a new presentation document	Ctrl + N
Open an existing presentation document	Ctrl + O
Save a presentation	Ctrl + S
Open the Save As dialog box	Alt + F2 OR F12
Close a presentation	Ctrl + W OR Ctrl + F4
Save and close a presentation	Ctrl + Q
Undo an action	Ctrl + Z
Redo an action	Ctrl + Y
Print Preview View	Ctrl + F2
Open the Help pane	F1
Directs to the "Tell me what you want to do" box	Alt + Q
Check for spellings	F7
Turn the key tips to 'on' or 'off'	Alt OR F10
Show or hide the ribbon	Ctrl + F1
Search in a presentation or use Find and Replace	Ctrl + F
Open the File tab menu	Alt + F
Go to the Home tab	Alt + H
Open the Insert tab	Alt + N



Open the Design tab	Alt + G
Go to the Transitions tab	Alt + K
Go to the Animations tab	Alt + A
Go to the Slide Show tab	Alt + S
Go to the Review tab	Alt + R
Go to View tab	Alt + W
Go to the Add-ins tab	Alt + X
Go to the Help tab	Alt + Y
Switch between open presentations	Ctrl + Tab

For selecting, navigating texts and objects

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Select all the objects on an active slide	Ctrl + A
Select or move on to the next object on a slide	Tab
Select or move to a previous object on a slide	Shift + Tab
Go back to the beginning of the slide	Home
Go to the end of the slide	End
Go to the next slide	PgDn
Go the previous slide	PgUp



Move a slide up or down in the presentation document.	Ctrl + Up/Down Arrow
Move a slide to the beginning or end of your presentation document.	Ctrl + Shift + Up/Down Arrow

For editing and formatting

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Cut the selected text, object, or slide	Ctrl + X
Copy the selected text, object, or selected slide	Ctrl + C OR Ctrl + Insert
Paste the selected text, object, or slide	Ctrl + V OR Shift + Insert
Open the Paste Special dialog box	Ctrl + Alt + V
Delete the selected text, object, or slide	Delete
Toggle bold on the selected text	Ctrl + B
Toggle italics on the selected text	Ctrl + I
Add or remove underline to selected text	Ctrl + U
Center align the selected text	Ctrl + E
Justify the selected text	Ctrl + J
Left align the selected text	Ctrl + L
Right align the selected text	Ctrl + R
Display the Font dialog box after text or object is selected	Ctrl + T
Insert a hyperlink	Ctrl + K



Insert a new slide	Ctrl + M
Duplicate the selected object or a slide.	Ctrl + D

For Slideshows		Back To Index
Play the presentation from the start	F5	
Play the presentation from the current slide	Shift + F5	
Annotate using a Pen tool while playing the slideshow	Ctrl + P	
Move to the next slide while playing the slideshow	N OR Page Down	
Return to the previous slide while playing the slideshow	P OR Page Up	
Change the screen to black during a slideshow (Press B again to return to the slideshow)	B	
End the slideshow	Esc	