

MICROSOFT POWERPOINT

KEYBOARD SHORTCUTS

Cheat Sheet

BUILDING SLIDES

Ctrl	+	M		New slide
Ctrl	+	D		Duplicate the slide or object
Tab				Select the next object
Ctrl	+	A		Select all objects on the slide
Ctrl	+	Enter		Move to the next placeholder

EDITING OBJECTS

Ctrl

+

C

/

X

/

V

.....

Copy / Cut / Paste

Ctrl

+

Z

/

Y

.....

Undo / Redo

Ctrl

+

G

/

Ctrl

+

Shift

+

G

.....

Group / Ungroup objects

Arrows

.....

Nudge the selected object

Ctrl

+

Shift

+

C

/

V

.....

Copy / paste formatting

FORMATTING TEXT

Ctrl	+	B	/	I	/	U		Bold / Italic / Underline
Ctrl	+	E	/	L	/	R		Center / Left / Right align
Ctrl	+	Shift	+	>	/	<		Grow / shrink the font
Ctrl	+	T						Open the Font dialog

RUN THE SLIDE SHOW

F5								Start from the first slide
Shift	+	F5						Start from the current slide
N	/	Space						Next slide or animation
P	/	Backspace						Previous slide
B	/	W						Black out / white out the screen
Esc								End the slide show

PRESENTER TOOLS

Ctrl	+	P						Pen — draw on the slide
Ctrl	+	L						Laser pointer
Number	+	Enter						Jump to that slide number
E								Erase pen drawings
Ctrl	+	S						Save