

MS PowerPoint: Keyboard/Mouse Shortcuts

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Moving Between Panes	
Invoking	Will:
F6	Move clockwise among panes of normal view.
Shift+F6	Move counterclockwise among panes of normal view.
Ctrl+Shift+Tab	Switch between Slides and Outline tabs of the Outline and Slides pane in normal view.

Creating and Copying Objects	
Invoking	Will:
Ctrl+N	Create a new presentation.
Ctrl+M	Insert a new slide.
Ctrl+D	Make a copy of the selected slide.
Ctrl+O	Open a presentation.
Ctrl+W	Close a presentation.
Ctrl+P	Print a presentation.
Ctrl+S	Save a presentation.
F5	Run a presentation.
Alt+F4	Quit PowerPoint.
Ctrl+F	Find text.
Ctrl+H	Replace text.
Ctrl+K	Insert a hyperlink.

Outline View	
Invoking	Will:
Alt+Shift+Left	Promote a paragraph.
Alt+Shift+Right	Demote a paragraph.
Alt+Shift+Up	Move selected paragraphs up.
Alt+Shift+Down	Move selected paragraphs down.
Alt+Shift+1	Show heading level 1.
Alt+Shift+Plus	Expand text below a heading.
Alt+Shift+Minus	Collapse text below a heading.
Alt+Shift+A	Show all or collapse all text or headings.

Grids and Guides	
Invoking	Will:
Shift+F9	Show or hide the grid.
Alt+F9	Show or hide guides.
Ctrl+G	Change grid or guide settings.



Moving Around in Text	
Invoking	Will Move:
Left Arrow	One character to the left.
Right Arrow	One character to the right.
Up Arrow	One line up.
Down Arrow	One line down.
Ctrl+Left	One word to the left.
Ctrl+Right	One word to the right.
End	To the end of a line.
Home	To the beginning of a line.
Ctrl+Up	Up one paragraph.
Ctrl+Down	Down one paragraph.
Ctrl+End	To the end of a text box.
Ctrl+Home	To the beginning of a text box.

Formatting Text	
Invoking	Will:
Ctrl+T	Change the formatting of characters between sentence, lowercase, or uppercase.
Shift+F3	Change the case of letters.
Ctrl+B	Apply bold formatting.
Ctrl+U	Apply an underline.
Ctrl+I	Apply italic formatting.
Ctrl+Equal Sign	Apply subscript formatting.
Ctrl+Shift+Plus Sign	Apply superscript formatting.
Ctrl+Spacebar	Remove manual character formatting, such as subscript and superscript.

Working with Tables	
Invoking	Will:
Tab	Move to the next cell.
Shift+Tab	Move to the preceding cell.
Down Arrow	Move to the next row.
Up Arrow	Move to the preceding row.
Ctrl+Tab	Insert a tab in a cell.
Enter	Start a new paragraph.
Tab at the end of the last row	Add a new row at the bottom of the table.

Undo and Redo Actions	
Invoking	Will:
Esc	Cancel an action.
Ctrl+Z	Undo an action.
Ctrl+Y	Redo or repeat an action.

Font	
Invoking	Will:
Ctrl+Shift+F	Change the font.
Ctrl+Shift+P	Change the font size.
Ctrl+Shift+>	Increase the font size.