

PowerPoint Shortcuts



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Slide Show Navigation Keys

N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse) - Perform the next animation or advance to the next slide

P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE - Perform the previous animation or return to the previous slide <number>+ENTER

B or PERIOD – Display a black screen, or return to the slide show from a black screen

W or COMMA – Display a white screen, or return to the slide show from a white screen

S or PLUS SIGN – Stop or restart an automatic slide show

ESC, CTRL+BREAK, or HYPHEN – End a slide show

E – Erase on screen annotations

H – Go to next hidden slide

T – Set new timings while rehearsing

O – Use original timings while rehearsing

M – Use mouse-click to advance while rehearsing

Both mouse buttons for 2 seconds - Return to the first slide

CTRL+P – Redisplay hidden pointer and / or change the pointer to a pen

CTRL+A - Redisplay hidden pointer and / or change the pointer to an arrow

CRL+H – Hide the pointer and button immediately

CTRL+U – Hide the pointer and button in 15 seconds

SHIFT+F10 (or right click) – Display the shortcut menu

TAB – Go to the first or next hyperlink on a slide

SHIFT+TAB – Go to the last or previous hyperlink on a slide

ENTER – while hyperlink is selected – Perform the mouse click behaviour of the selected hyperlink

SHIFT+ENTER – while a hyperlink is selected – Perform the “mouse over” behaviour of the selected hyperlink

Tip – You can press F1 during a slide show to see a list of controls

Function Keys

F1 – Display Help or the Office Assistant

SHIFT+F1 – Start context sensitive Help

F2 – Select the text box (with text or an object selected inside the text box) or select the text within a text box (with the text box selected)

ALT+F2 – Carry out “Save As” command

ALT+SHIFT+F2 – Carry out Save command (File menu)

SHIFT+F3 – Change the case of letters

F4 – Repeat the last action

SHIFT+F4 – Repeat the last Find (Find Next)

CTRL+F4 – Close the window

ALT+F4 – Quit PowerPoint

ALT+SHIFT+F4 – Quit PowerPoint

F5 – Carry out Slide show command (View Menu)

CTRL+F5 – Restore the presentation window size

ALT+F5 – Restore the program window size

F6 – Move to the next pane

SHIFT+F6 – Move to the previous pane

CTRL+F6 – Move to the next presentation window

CTRL+SHIFT+F6 – Move to the previous presentation window

F7 – Carry out Spelling command (Tools Menu)

CTRL+F7 – Carry out Move command (presentation control menu)

ALT+F7 – Find next misspelling (spell checking enabled)

CTRL+F8 – Carry out Size Command (Presentation control menu)

F10 – Activate the menu bar

SHIFT+F10 – Display a shortcut menu

CTRL+F10 – Maximise the presentation window

ALT+F10 – Maximise the program window

CTRL+SHIFT+F10 – Activate the menu bar

ALT+F11 – Display a Visual Basic code

F12 – Carry out Save As command (File menu)

SHIFT+F12 – Carry out Save As command (File menu)

CTRL+F12 – Carry out Open command (File Menu)

Changing Fonts and Sizes

CTRL+SHIFT+F – Change the font

CTRL+SHIFT+P – Change the font size

CTRL+SHIFT+> - Increase the font size

CTRL+SHIFT+< - Decrease the font size

Text Editing and Moving

BACKSPACE – Delete one character to the left

CTRL+BACKSPACE – Delete one word to the left

DELETE – Delete one character to the right

CTRL+DELETE – Delete one word to the right

CTRL+X – Cut Selected object

CTRL+C – Copy selected object

CTRL+V – Paste cut or copied object

CTRL+Z – Undo the last action

Handy Keys to remember

SHIFT+F10 – show shortcut menu for highlighted object

CTRL+END – move to the end of a text box

CTRL+HOME – Move to the start of a text box

CTRL+D – Duplicate current slide

CTRL+M – Insert a new slide

F& - Spell Check

F5 – Run presentation

Regards



Marc Liron
Microsoft MVP
www.marcliron.com