

MS PowerPoint Shortcut Keys

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Shortcut Keys	Description
Ctrl + N	New Presentation
Ctrl + O	Open an Existing Presentation
Ctrl + S	Save the presentation
Ctrl + Q	Close PowerPoint
Ctrl + W	Close the current presentation
Ctrl + Tab	Switch between different open presentations
Alt + F	Open the File tab menu
F5	Start the slideshow from the beginning
Shift + F5	Start the slideshow from the current slide
Ctrl + C	Copy selected text or objects
Ctrl + X	Cut selected text or objects
Ctrl + V	Paste copied or cut content
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + D	Duplicate the selected slide
Ctrl + M	Insert a new slide
Ctrl + E	Center align text
Ctrl + L	Left align text
Ctrl + R	Right align text
Ctrl + B	Make text bold
Ctrl + I	Italicize text
Ctrl + U	Underline text
Ctrl + F	Find text in the presentation
Ctrl + H	Replace text in the presentation
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + F1	Show or hide the ribbon
Ctrl + F2	Print Preview View
Alt + F2	Open the Save As dialog box
Ctrl + P	Use your mouse as a laser pointer during a presentation
Ctrl + Shift+N	Insert a new slide with a blank layout
Page down	Go to the next slide

Page up	Go to the previous slide
Ctrl + -	Zoom out
Ctrl + +	Zoom in
Ctrl + Alt + O	Zoom to fit
Ctrl + Shift + D	copy of the selected slide
Ctrl + Shift + S	Save a presentation with a different name, location, or file format
Esc	Cancel a command, such as Save As.
Ctrl + Shift + V	Paste copied formatting to the selected object or text
Ctrl + Alt + V	Open the Paste Special dialog box
Ctrl + Alt + 5	Move the focus to the first floating shape, such as an image or a text box.
Ctrl + A	Select all objects on a slide
Ctrl + G	Group the selected objects
Ctrl + Shift + G	Ungroup the selected group
Ctrl + Shift + J	Regroup the selected objects
Ctrl + Spacebar	Play or pause media
Ctrl + K	Insert a hyperlink
Ctrl + Alt + M	Insert a new comment
Alt + =	Insert equation
Shift + Right arrow key	Select one character to the right
Shift + Left arrow key	Select one character to the left
Ctrl + Shift+Right arrow key	Select to the end of a word
Ctrl + Shift + Left arrow key	Select to the beginning of a word
Ctrl + Shift + Down arrow key	Select from the insertion point to the end of the paragraph
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
End	Move to the end of a line
Home	Move to the beginning of a line

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