

# Frequently used shortcuts

Shortcut keys	Description
Ctrl+B	Make selected text bold.
Alt+H, F, and then S	Change the font size for selected text.
Alt+W, Q	Change the zoom for the slide.
Ctrl+X	Cut selected text, object, or slide.
Ctrl+C	Copy selected text, object, or slide.
Ctrl+V	Paste cut or copied text, object, or slide.
Ctrl+Z	Undo the last action.
Ctrl+S	Save the presentation.
Alt+N, P	Insert a picture.
Alt+H, S, and then H	Insert a shape.
Alt+G, H	Select a theme.
Alt+H, L	Select a slide layout.
Page Down	Go to the next slide.
Page Up	Go to the previous slide.
Alt+H	Go to the Home tab.
Alt+N	Move to the Insert tab.
Alt+S,B	Start the slide show.

Esc	End the slide show.
Alt+F, X	Close PowerPoint.

## Select and edit text and objects

Shift+Right Arrow	Select one character to the right.
Shift+Left Arrow	Select one character to the left.
Ctrl+Shift+Right Arrow	Select to the end of a word.
Ctrl+Shift+Left Arrow	Select to the beginning of a word.
Shift+Up Arrow	Select one line up (with the cursor at the beginning of a line).
Shift+Down Arrow	Select one line down (with the cursor at the beginning of a line).
ESC	Select an object (when the text inside the object is selected).
Tab or Shift+Tab until the object you want is selected	Select another object (when one object is selected).
Ctrl+[	Send object back one position.
Ctrl+]	Send object forward one position.

Ctrl+Shift+[	Send object to back.
Ctrl+Shift+]	Send object to front.
Enter	Select text within an object (with an object selected).
Ctrl+A (on the <b>Slides</b> tab)	Select all objects.
Ctrl+SPACE	Play or pause media.
Ctrl+A (in <b>Slide Sorter</b> view)	Select all slides.
Ctrl+A (on the <b>Outline</b> tab)	Select all text.

## Delete and copy text and objects

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. <b>NOTE: The cursor must be between words to do this.</b>
Ctrl+X	Cut selected object or text.
Ctrl+C	Copy selected object or text.
Ctrl+V	Paste cut or copied object or text.

Ctrl+Z	Undo the last action.
Ctrl+Y	Redo the last action.
Ctrl+Shift+C	Copy formatting only.
Ctrl+Shift+V	Paste formatting only.
Alt+Shift+C	Copy animation painter.
Alt+Shift+V	Paste animation painter.
Ctrl+Alt+V	Open Paste Special dialog box.

## Move around in text

Left Arrow	Move one character to the left.
Right Arrow	Move one character to the right.
Up Arrow	Move one line up.
Down Arrow	Move one line down.
Ctrl+Left Arrow	Move one word to the left.
Ctrl+Right Arrow	Move one word to the right.

End	Move to the end of a line.
Home	Move to the beginning of a line.
Ctrl+Up Arrow	Move up one paragraph.
Ctrl+Down Arrow	Move down one paragraph.
Ctrl+End	Move to the end of a text box.
Ctrl+Home	Move to the beginning of a text box.
Shift+F4	Move to repeat the last Find action.
Ctrl+Enter	Move to the next title or body text placeholder. If it is the last placeholder on a slide, this action inserts a new slide with the same slide layout as the original slide.

## Move around in and work in tables

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 in the bottom right table cell	Add a new row at the bottom of the table.

## Apply character formatting

Ctrl+T	Open the Font dialog box to change the formatting of characters.
Shift+F3	Change between sentence case, lowercase, or uppercase.
Ctrl+B	Apply bold formatting.
Ctrl+U	Apply an underline.
Ctrl+I	Apply italic formatting.
Ctrl+Equal sign (=)	Apply subscript formatting (automatic spacing).
Ctrl+Shift+Plus sign (+)	Apply superscript formatting (automatic spacing).
Ctrl+Spacebar	Remove manual character formatting, such as subscript and superscript.
Ctrl+K	Insert a hyperlink.

# Copy text formatting

Ctrl+Shift+C	Copy formats.
Ctrl+Shift+V	Paste formats.

# Align paragraphs

Ctrl+E	Center a paragraph.
Ctrl+J	Justify a paragraph.
Ctrl+L	Left align a paragraph.
Ctrl+R	Right align a paragraph.

# Change order of slides or sections in a slide deck

Ctrl+Up Arrow	Move slide up in order
Ctrl+Down Arrow	Move slide down in order
Ctrl+Shift+Up Arrow	Move slide to beginning

Ctrl+Shift+Down Arrow	Move slide to end
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