PowerPoint Keyboard Shortcuts

Windows cheat sheet · 50 shortcuts

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Basics

Ctrl + N	Create a new presentation
Ctrl + O	Open a presentation
Ctrl + S	Save the presentation
Ctrl + P	Print the presentation

Slides

Ctrl + M	Add a new slide
Ctrl + Shift + D	Duplicate the selected slide

Objects

Ctrl + D	Duplicate the selected object
Ctrl + G	Group selected objects
Ctrl + Shift + G	Ungroup selected objects
Ctrl + Shift + J	Regroup objects
Ctrl + A	Select all objects on the slide
Tab	Select the next object on the slide
Shift + Tab	Select the previous object on the slide
Arrow keys	Nudge the selected object
Delete	Delete the selected object

Present

F5	Start the slide show from the beginning
Shift + F5	Start the slide show from the current slide
Esc	End the slide show or cancel a command
Alt + F5	Launch Presenter View
B	Turn the screen black during a slide show
W	Turn the screen white during a slide show
Ctrl + P	Switch the pointer to a pen during a slide show
E	Erase on-screen annotations

Navigate

Page Down	Go to the next slide
Page Up	Go to the previous slide
F6	Move between panes in Normal view

Insert

Ctrl + K	Insert a hyperlink

Review

Ctrl + Alt + M	Insert a new comment

Format

Ctrl + B	Apply bold formatting
Ctrl + I	Apply italic formatting
Ctrl + U	Apply underline formatting
Ctrl + E	Center align text
Ctrl + L	Left align text
Ctrl + R	Right align text
Ctrl + Shift + >	Increase the font size
Ctrl + Shift + <	Decrease the font size
Ctrl + Spacebar	Clear character formatting
Ctrl + T	Open the Font dialog
Ctrl + Shift + C	Copy formatting with the Format Painter

Outline

Alt + Shift + Left arrow	Promote a paragraph
Alt + Shift + Right arrow	Demote a paragraph

Slide show

Home	Go to the first slide during a slide show
End	Go to the last slide during a slide show
Slide number then Enter	Jump to a specific slide during a slide show
Ctrl + H	Hide the pointer and navigation buttons during a slide show

Edit

Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + C	Copy the selected object or text
Ctrl + V	Paste the copied object or text
Ctrl + X	Cut the selected object or text