


































| Slides | |
|--|---|
| Slide navigation and formatting | |
| Go to the next slide | Page Down |
| Go to the previous slide | Page Up |
| Insert new slide | Ctrl+M |
| Duplicate slide | Ctrl+D |
| Change the zoom for the slide | Alt+W, Q (or Ctrl+mouse scroll) |
|  Send selected slides to appendix | Ctrl+Alt+Shift+A |
|  Create Summary Slide | Ctrl+Alt+Shift+D |
| Select a theme | Alt+G, H |
| Select a slide layout | Alt+H, L |
|  Save selected slides | Ctrl+Alt+Shift+V |
|  Print selected slides | Ctrl+Alt+Shift+P |
| Save presentation | Ctrl+S |
| Save As | F12 |
| New presentation | Ctrl+N |
| Print presentation | Ctrl+P |
| Switch between open presentations | Ctrl+F6 |
| Switch between open PowerPoint windows | Ctrl+TAB |
| Duplicate and active presentation (2013,2016, 365) | Ctrl+Shift+N |
| Add section to presentation | Ctrl+< |
| Close PowerPoint | Alt+F4 or Alt+F, X |
| Close Presentation | Ctrl+W or Ctrl+F4 |
| Open Find dialog box | Ctrl+F |
| Open Find and Replace dialog box | Ctrl+H |
| Open Header and Footer dialog box | Alt+Shift+D |
| Open Spell Check | F7 |
| Open Thesaurus | Shift+F7 |
| Format selected Chart element | Ctrl+1 |
| Show or Hide the Notes pane | Ctrl+Shift+H |
| Switch to Slide Master View | Shift + click 'Normal View'  |
| Switch to Handout Master View | Shift + 'Slide Sorter View'  |
| Close Thumbnail View | Ctrl+Shift+ 'Normal View'  |

| Select and edit text and objects | |
|--|--|
| Work with shapes, pictures, boxes, objects, and WordArt | |
|  Insert textbox | Alt+Shift+X |
|  Insert rectangle | Alt+Shift+R |
|  Insert oval | Alt+Shift+O |
|  Insert straight line | Alt+Shift+L |
|  Insert straight arrow | Alt+Shift+A |
|  Insert right arrow | Alt+Shift+I |
|  Insert right brace | Alt+Shift+B |
|  Insert star | Alt+Shift+S |
| Insert any shape | Alt+N, S, H. Arrows then Enter to add, or Ctrl+Enter for mouse |
| Insert a text box | Alt+N, X |
| Insert an object | Alt+N, and J, Tab to select, then Ctrl+Enter to insert |
| Insert WordArt | Alt+N, W |
| Insert a picture | Alt+N, P |
| Sticky Notes | |
|  Add sticky note | Ctrl+Alt+M |
|  Find sticky note | Ctrl+Alt+N |
| Group shapes, pictures, and WordArt objects | |
| Group | Ctrl+G |
| Ungroup | Ctrl+Shift+G |
| Regroup | Ctrl+Shift+J |
| Set shape attributes | |
| Copy Shape attributes (fill, border, font, etc) | Ctrl+Shift+C |
| Paste Shape attributes (fill, border, font, etc) | Ctrl+Shift+V |
|  Set same height for all selected shapes | Ctrl+Alt+Shift+H |
|  Set same width for all selected shapes | Ctrl+Alt+Shift+W |
|  Set same height, width for selected shapes | Ctrl+Alt+Shift+& |
|  Wrap text toggle on/off | Alt+Shift+W |
| Align shapes | |
|  Swap positions | Ctrl+Alt+Shift+S |
|  Swap positions horizontally | Ctrl+Alt+Shift+> |
|  Swap positions vertically | Ctrl+Alt+Shift+ |
|  Align left | Ctrl+Alt+Shift+L |
|  Align center horizontally | Ctrl+Alt+Shift+E |
|  Align right | Ctrl+Alt+Shift+R |
|  Align top | Ctrl+Alt+Shift+T |

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|---|---|
|  Align middle vertical | Ctrl+Alt+Shift+M |
|  Align bottom | Ctrl+Alt+Shift+B |
|  shape position | Alt+C |
|  Set shape position | Alt+V |
| Change Shapes | |
|  Flip horizontal | Ctrl+Alt+Shift+O |
|  Flip vertical | Ctrl+Alt+Shift+I |
|  Rotate clockwise | Ctrl+Alt+Shift+> |
|  Rotate anticlockwise | Ctrl+Alt+Shift+< |
|  Send to appendix | Ctrl+Alt+Shift+A |
|  Resize... | Ctrl+Alt+Shift+? |
|  Resize 90% | Ctrl+Alt+Shift+V |
|  Resize 110% | Ctrl+Alt+Shift+K |
| Select text and objects | |
|  Select same color shapes | Ctrl+Alt+Shift+# |
|  Select same size shapes | Ctrl+Alt+Shift+Z |
| Select one character to the right | Shift+Right Arrow |
| Select one character to the left | Shift+Left Arrow |
| Select to the end of a word | Ctrl+Shift+Right Arrow |
| Select to the beginning of a word | Ctrl+Shift+Left Arrow |
| Select one line up (cursor at line start) | Shift+Up Arrow |
| Select one line down (cursor at line start) | Shift+Down Arrow |
| Select an object (cursor in text) | ESC |
| Select the next or previous object (when one object is selected) | Tab or Shift+Tab until the object is selected |
| Send object back one position | Ctrl+[|
| Send object forward one position | Ctrl+] |
| Send object to back | Ctrl+Shift+[|
| Send object to front | Ctrl+Shift+] |
| Select text when an object is selected | Enter |
| Select all objects on a Slide | Ctrl+A (on the Slides tab) |
| Play or pause media | Ctrl+SPACE |
| Select all slides | Ctrl+A (in Slide Sorter view) |
| Select all text | Ctrl+A (on the Outline tab) |
| Delete and copy text and objects | |
| Delete one character to the left | Backspace |
| Delete one word to the left | Ctrl+Backspace |
| Delete one character to the right | Delete |
| Delete one word to the right (cursor between words) | Ctrl+Delete |
| Cut selected object or text | Ctrl+X |
| Copy selected object or text | Ctrl+C |
| Paste cut or copied object or text | Ctrl+V |
| Undo the last action | Ctrl+Z |
| Redo the last action | Ctrl+Y or F4 |
| Copy formatting only | Ctrl+Shift+C |
| Paste formatting only | Ctrl+Shift+V |
| Copy animation painter | Alt+Shift+C |
| Paste animation painter | Alt+Shift+V |
| Open Paste Special dialog box | Ctrl+Alt+V |
| Navigate in text | |
| Move one character to the left | Left Arrow |
| Move one character to the right | Right Arrow |
| Move one line up | Up Arrow |
| Move one line down | Down Arrow |
| Move one word to the left | Ctrl+Left Arrow |
| Move one word to the right | Ctrl+Right Arrow |
| Move to the end of a line | End |
| Move to the beginning of a line | Home |
| Move up one paragraph | Ctrl+Up Arrow |
| Move down one paragraph | Ctrl+Down Arrow |
| Move to the end of a text box | Ctrl+End |
| Move to beginning of a text box | Ctrl+Home |
| Move to the next title or body text placeholder | Ctrl+Enter |
| Move to repeat the last Find action | Shift+F4 |
| Navigate a table | |
| Move to the next cell | Tab |
| Move to the preceding cell | Shift+Tab |
| Move to the next row | Down Arrow |
| Move to the preceding row | Up Arrow |
| Insert a tab in a cell | Ctrl+Tab |
| Start a new paragraph | Enter |
| Add a new row at the bottom | Tab from the bottom right cell |
|  Convert text box to table | Ctrl+Alt+Shift+Q |
|  Insert column left | Ctrl+Alt+Shift+Left |

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|--|--|
|  Insert column right | Ctrl+Alt+Shift+Right |
|  Insert row above | Ctrl+Alt+Shift+Up |
|  Insert row below | Ctrl+Alt+Shift+Down |
|  Merge cells | Ctrl+Alt+Shift+C |
|  Autofit columns | Ctrl+Alt+Shift+U |
| Format text | |
| Change or resize a font | |
| Open Font dialog box | Ctrl+Shift+F |
| Increase font size | Ctrl+Shift+> |
| Increase font size (2013, 2016, O365) | Ctrl+] |
| Decrease font size | Ctrl+Shift+< |
| Decrease font size (2013, 2016, O365) | Ctrl+[|
| Change the font size for selected text | Alt+H, F, S |
| Apply character formatting | |
|  Red font color | Ctrl+Shift+R |
|  White font color | Ctrl+Shift+W |
|  Black font color | Ctrl+Shift+B |
| Open Font dialog box | Ctrl+T |
| Toggle sentence case, lowercase, or uppercase | Shift+F3 |
| Apply bold formatting | Ctrl+B |
| Apply an underline | Ctrl+U |
| Apply italic formatting | Ctrl+I |
| Apply subscript formatting | Ctrl+Equal sign (=) |
| Apply superscript formatting | Ctrl+Shift+Plus sign (+) |
| Remove manual character formatting, e.g. subscript/superscript | Ctrl+Spacebar |
| Insert a hyperlink | Ctrl+K |
| Set Bullet Levels | |
|  Level 1 bullet | Ctrl+Alt+Shift+F1 |
|  Level 2 bullet | Ctrl+Alt+Shift+F2 |
|  Level 3 bullet | Ctrl+Alt+Shift+F3 |
| Copy text formatting | |
| Copy formats | Ctrl+Shift+C |
| Paste formats | Ctrl+Shift+V |
|  Merge text in selected shapes | Ctrl+Alt+Shift+Add |
|  Delete text in selected shapes | Ctrl+Alt+Shift+Del |
| Align paragraphs | |
| Center a paragraph | Ctrl+E |
| Justify a paragraph | Ctrl+J |
| Left align a paragraph | Ctrl+L |
| Right align a paragraph | Ctrl+R |
|  Align paragraph to top of a shape | Alt+T |
|  Align paragraph to middle of a shape | Alt+M |
|  Align paragraph to bottom of a shape | Alt+B |
| Promote a paragraph to prior level | Alt+Shift+Left Arrow |
| Demote a paragraph to next level | Alt+Shift+Right Arrow |
| Move selected paragraphs up | Alt+Shift+Up Arrow |
| Move selected paragraphs down | Alt+Shift+Down Arrow |
| Insert and reply to comments | |
| Open the Comments Pane before using the insert or reply comment commands | Alt+N, L |
| Insert a new comment in Comments Pane | Ctrl+N |
| Insert a new comment (anywhere else) | Ctrl+Alt+M |
| Reply to a selected comment | Ctrl+R |
| Slide show | |
| Slide Show | |
| Open Set Up Slide Show dialog | Shift + click 'Reading View'  |
| Start Slide Show from first slide | F5 or Alt+S, B |
| Start Slide Show from current slide | Shift+F5 |
| End the slide show | Esc |
| Perform the next animation or advance to the next slide | N, Enter, Page Down, Right Arrow, Down Arrow, or Space |
| Perform the previous animation or return to the previous slide | |
| Go to slide number | (slide number)+Enter |
| Toggle to/from a blank black slide | B or Period (.) |
| Toggle to/from a blank white slide | W or Comma (,) |
| Stop or restart an auto presentation | S |
| Zoom out to see all slides on screen (2013+) | G or '^' or Ctrl+ '-' |
| Zoom in to see selected slide on screen (2013+) | G or '+' or Ctrl+ '+' |
| End a presentation | ESC |
| Erase on-screen annotations | E |
| Go to the next slide, if hidden | H |
| Set new timings while rehearsing | T |

| | |
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| Re-record slide narration and timing | R |
| Return to the first slide | Home |
| Show laser pointer | Ctrl+L or Ctrl+Mouse click and drag |
| Change the pointer to a pen | Ctrl+P |
| Change pointer to highlighter | Ctrl+H |
| Change the pointer to an arrow | Ctrl+A |
| Change the pointer to an eraser | Ctrl+E |
| Show or hide ink markup | Ctrl+M |
| Hide the pointer and navigation button immediately | Ctrl+H |
| Hide the pointer and navigation button in 15 seconds | Ctrl+U |
| View the All Slides dialog box | Ctrl+S |
| View the computer task bar | Ctrl+T |
| Display the shortcut menu | Shift+F10 |
| Go to next hyperlink on current slide | Tab |
| Go to prev hyperlink on current slide | Shift+Tab |
| Perform the "mouse click" behavior of the selected hyperlink | Enter |
| Control imported video and media in Slide Show | |
| View media shortcuts during slideshow | F1, then Media tab |
| Stop media playback | Alt+Q |
| Play or pause media | Ctrl+Space |
| Toggle between play and pause | Alt+P |
| Go to the next bookmark | Alt+End |
| Go to the previous bookmark | Alt+Home |
| Increase the sound volume | Alt+Up |
| Decrease the sound volume | Alt+Down |
| Mute the sound | Alt+U |
| Seek forward three seconds | Alt+Shift+Page Down |
| Seek backward three seconds | Alt+Shift+Page Up |
| Seek forward 0.25 seconds, then pause | Alt+Shift+Right Arrow |
| Seek backward 0.25 seconds, then pause | Alt+Shift+Left Arrow |
| Show/Hide audio and subtitles menu | Alt+J |
| Ribbon Navigation | |
| Navigate the ribbon | |
| Open the File page | Alt+F |
| Open the Home tab | Alt+H |
|  Open the PPT Productivity Tab | Alt+P |
| Open the Insert tab | Alt+N |
| Open the Design tab | Alt+G |
| Open the Transitions tab | Alt+T |
| Open the Animations tab | Alt+A |
| Open the Slide Show tab | Alt+S |
| Open the Review tab | Alt+R |
| Open the View tab | Alt+W |
| Open the Tell me box | Alt+Q |
| Change focus while on the ribbon | |
| Select the active tab of the ribbon and activate the access keys | Alt or F10 |
| Move the focus to commands on the ribbon | Tab key or Shift+Tab |
| Move down, up, left, or right, in ribbon items | Down, Up, Left, or Right Arrow |
| Expand or collapse the ribbon | Ctrl+F1 |
| Expand/collapse the ribbon and top bars (O365) | Ctrl+Shift+F1 |
| Display the context menu for the selected item | Shift+F10 |
| Move the focus to a different pane | F6 |
| Move to the next/previous command on ribbon | Tab key or Shift+Tab |
| Activate selected command or control on ribbon | Spacebar or Enter |
| Open the selected menu or gallery on the ribbon | Spacebar or Enter |
| Open selected list on ribbon, such as Font list | Down Arrow key |
| Move between opened menu or gallery items | Tab key |
| Finish modifying a value in a ribbon control then focus the document | Enter |
| Move between panes | |
| Move clockwise among panes in Normal view | F6 |
| Move counterclockwise among panes in Normal view | Shift+F6 |
| Switch between the Thumbnail pane and the Outline View pane | Ctrl+Shift+Tab |
| Outline view | |
| Show heading level 1 | Alt+Shift+1 |
| Expand text below a heading | Alt+Shift+Plus Sign (+) |
| Collapse text below a heading | Alt+Shift+Minus Sign (-) |

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