

PowerPoint Shortcut Keys Quick Reference Guide

Key:
 + Press keys together
 , Press keys in sequence
 ⇨ PPT Productivity command

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 horizontal	Ctrl+Alt+Shift+E
⇨ Align right	Ctrl+Alt+Shift+R
⇨ Align top	Ctrl+Alt+Shift+T

⇨ Align middle vertical	Ctrl+Alt+Shift+M
⇨ Align bottom	Ctrl+Alt+Shift+B
⇨ Remember 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+J
⇨ 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
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

⇨ 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	Ctrl+N
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	P, Page Up, Left Arrow, Up Arrow, or Backspace
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 (,)
Toggle 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
Re-record slide narration and timing	R
Return to the first slide	Home
Change mouse cursor to 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 (-)