

POWERPOINT SHORTCUT KEYS

Ctrl + M	New Slide
Ctrl + Enter	Move to Next Placeholder
Ctrl + Home.....	Navigate to First Slide
Ctrl + End.....	Navigate to End Slide
Page Up	Navigate to Next Slide
Page Down.....	Navigate to End Slide
Ctrl + D.....	Duplicate Slide or Shape
Ctrl + G	Change Grids or Guides Settings
Shift + F9	Display Grids on Screen
Ctrl + [.....	Decrease Font Size
Ctrl +]	Increase Font Size
Shift + Normal view icon.....	View Slide Master
Alt + F then 1.....	Open Last Presentation Viewed
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + A (On Slides Tab)	Selects All Objects
Ctrl + A (In Slide Sorter View)	Selects All Slides
Ctrl + A (on Outline Tab)	Selects All Text
Shift + F3	Change Case
Ctrl + S.....	Save
Ctrl + B	Bold
Ctrl + I.....	Italics
Ctrl + U	Underline
Ctrl + L.....	Left Align
Ctrl + R	Right Align
Ctrl + J.....	Justify
Ctrl + E.....	Centre
F5	Run Slide Show from Current Slide