

80 POWERPOINT SHORTCUTS

PC & Mac
CHEAT SHEET

Powerpoint Basics

Open a new presentation	Ctrl + N	⌘ + N
Open an existing presentation	Ctrl + O	⌘ + O
Close a presentation	Ctrl + W	⌘ + W
Quit PowerPoint	Ctrl + Q	⌘ + Q
Save a presentation	Ctrl + S	⌘ + S
Save "as"	F12	⌘ + shift + S
Print a presentation	Ctrl + P	⌘ + P
Undo	Ctrl + Z	⌘ + Z
Re-do	Ctrl + Y	⌘ + Y

The Ribbon

Toggle the ribbon	Ctrl + F1	alt + ⌘ + R
-------------------	-----------	-------------

Moving in Text Boxes

Move one word left	Ctrl + ←	alt + ⌘ + ←
Move one word right	Ctrl + →	alt + ⌘ + →
Move one paragraph up	Ctrl + ↑	⌘ + ↑
Move one paragraph down	Ctrl + ↓	⌘ + ↓
Move to the end of a line	End	⌘ + →
Move to the beginning of a line	Home	⌘ + ←

Moving Between Slides

Move to the next slide	PgDn	⌘ + ↓
Move to the previous slide	PgUp	⌘ + ↑
Move to the last slide	Ctrl + End	⌘ + fn + →
Move to the first slide	Ctrl + Home	⌘ + fn + ←

Selection

Extend selection one character left	Shift + ←	shift + ←
Extend selection one character right	Shift + →	shift + →
Extend selection one word left	Ctrl + Shift + ←	shi + alt + ←
Extend selection one word right	Ctrl + Shift + →	shi + alt + →
Extend selection to end of line	Shift + End	⌘ + shift + →
Extend selection to beginning of line	Shift + Home	⌘ + shift + ←
Extend selection one line down	Shift + ↓	shift + ↓
Extend selection one line up	Shift + ↑	shift + ↑
Extend selection to the end of a paragraph	Ctrl + Shift + ↓	⌘ + shift + ↓
Extend selection to the beginning of a paragraph	Ctrl + Shift + ↑	⌘ + shift + ↑
Extend selection to the end of a text box	Ctrl + Shift + End	⌘ + shift + →
Extend selection to the beginning of a text box	Ctrl + Shift + Home	⌘ + shift + ←
Select the entire textbox	Ctrl + A	⌘ + A

Copy and Paste

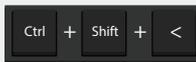
Copy text or graphics	Ctrl + C	⌘ + C
Undo copy text or graphics / Cut text or graphics	Ctrl + X	⌘ + X
Paste clipboard	Ctrl + V	⌘ + V
Copy formatting	Ctrl + Shift + C	⌘ + control + C
Paste formatting	Ctrl + Shift + V	⌘ + control + V
Copy animation painter	Alt + Shift + C	n/a
Paste animation painter	Alt + Shift + V	n/a

Formatting Text

Increase font size



Decrease font size



Toggle bold



Toggle italics



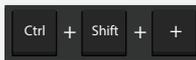
Toggle underline



Apply subscript format



Apply superscript format



Change letter case



Center text selection



Left-align text selection



Right-align text selection



Open formatting menu



View and Zoom

Zoom in

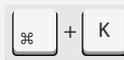


Zoom out



Symbols

Insert hyperlink



Insert copyright symbol

Insert → Symbols → Type (c)



Insert trademark symbol

Insert → Symbols → Type (tm)



Insert registered trademark symbol

Insert → Symbols → Type (r)



Deletion

Delete one character left



Delete one character right



Inserts

Insert a new slide

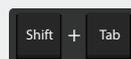


Objects-Movement and Selection

Select the next object



Select the previous object



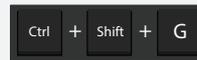
Select all objects



Group selected objects

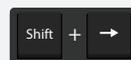


Ungroup selected objects



Objects-Formatting

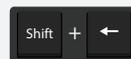
Increase text box width



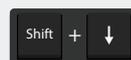
Increase text box height



Decrease text box width



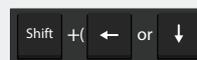
Decrease text box height



Increase object size



Decrease object size



Rotate objects clockwise



Rotate objects counterclockwise

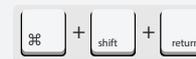


Duplicate selected objects

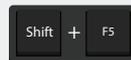


Presenting

Play Slide Show from first slide



Play Slide Show from current slide



Perform the next animation



Perform the previous animation



End a Slide Show

