

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
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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 + ←	⌘ + ←
Extend selection one character right	Shift + →	⌘ + →
Extend selection one word left	Ctrl + Shift + ←	⌘ + alt + ←
Extend selection one word right	Ctrl + Shift + →	⌘ + 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 + ↓	⌘ + ↓
Extend selection one line up	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	Ctrl + Shift + >	⌘ + shift + >
Decrease font size	Ctrl + Shift + <	⌘ + shift + <
Toggle bold	Ctrl + B	⌘ + B
Toggle italics	Ctrl + I	⌘ + I
Toggle underline	Ctrl + U	⌘ + U
Apply subscript format	Ctrl + =	⌘ + shift + -
Apply superscript format	Ctrl + Shift + +	⌘ + shift + +
Change letter case	Ctrl + F3	fn + shift + F3
Center text selection	Ctrl + E	⌘ + E
Left-align text selection	Ctrl + L	⌘ + L
Right-align text selection	Ctrl + R	⌘ + R
Open formatting menu	Ctrl + T	⌘ + T

View and Zoom

Zoom in	+	⌘ + +
Zoom out	Ctrl + -	⌘ + -

Symbols

Insert hyperlink	Ctrl + K	⌘ + K
Insert copyright symbol	Insert → Symbols → Type (c)	⌘ + G
Insert trademark symbol	Insert → Symbols → Type (tm)	⌘ + 2
Insert registered trademark symbol	Insert → Symbols → Type (r)	⌘ + R

Deletion

Delete one character left	Back Space	delete
Delete one character right	Delete	fn + delete

Inserts

Insert a new slide	Ctrl + M	⌘ + shift + N
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Objects-Movement and Selection

Select the next object	Tab	Tab
Select the previous object	Shift + Tab	shift + Tab
Select all objects	Ctrl + A	⌘ + A
Group selected objects	Ctrl + G	⌘ + option + G
Ungroup selected objects	Ctrl + Shift + G	⌘ + option + shift + G

Objects-Formatting

Increase text box width	Shift + →	shift + →
Increase text box height	Shift + ↑	shift + ↑
Decrease text box width	Shift + ←	shift + ←
Decrease text box height	Shift + ↓	shift + ↓
Increase object size	Shift + (→ or ↑)	shift + (→ or ↑)
Decrease object size	Shift + (← or ↓)	shift + (← or ↓)
Rotate objects clockwise	Alt + →	⌘ + →
Rotate objects counterclockwise	Alt + ←	⌘ + ←
Duplicate selected objects	Ctrl + D	⌘ + D

Presenting

Play Slide Show from first slide	F5	⌘ + shift + return
Play Slide Show from current slide	Shift + F5	⌘ + return
Preform the next animation	→	→
Preform the previous animation	←	←
End a Slide Show	Esc	Esc