



Pulling together a PowerPoint presentation can seem daunting. As you add more elements to your slides, it can get time-consuming to constantly tweak each individual slide as you format your presentation. You can quickly edit your slides using our Best PowerPoint Shortcuts free download. Included in this free download are shortcuts you can use while presenting. The more you use these shortcuts, the less you'll need to keep referring to this useful resource. For now, we recommend saving this download directly to your desktop.

General Program Shortcuts

Ctrl+N	Create a new presentation
Ctrl+O	Open an existing presentation
Ctrl+S	Save a presentation
F12	Open the Save As dialog box
Ctrl+W	Close a presentation
Ctrl+Q	Save and close a presentation
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Ctrl+F2	Print Preview view
F1	Open the Help pane
Ctrl+F	Search a document
F7	Run a spelling and grammar check

Selecting and Navigating Text, Objects, and Slides

Ctrl+A	Select all the text in a text box, all objects on a slide, or all slides in a presentation (for the latter, click on a slide thumbnail first)
Tab	Select or move to the next object on a slide
Shift+Tab	Select or move to the previous object on a slide
Home	Go to the first slide
End	Go to the last slide
PgDn	Go to the next slide
PgUp	Go to the previous slide
Ctrl+Up/Down Arrow	Move a slide up or down in your presentation (click on a slide thumbnail first)
Ctrl+Shift+Up/Down Arrow	Move a slide to the beginning or end of your presentation (click on a slide thumbnail first)



Formatting and Editing

Ctrl+X	Cut selected text, object(s), or slide(s)
Ctrl+C	Copy selected text, object(s), or slide(s)
Ctrl+V	Paste selected text, object(s), or slide(s)
Ctrl+Alt+V	Open the Paste Special dialog box
Ctrl+B	Add or remove bold to/from selected text
Ctrl+I	Add or remove italics to/from selected text
Ctrl+U	Add or remove underline to/from selected text
Ctrl+E	Centre a paragraph
Ctrl+J	Justify a paragraph
Ctrl+L	Left-align a paragraph
Ctrl+R	Right-align a paragraph
Ctrl+T	Open the Font dialog box when text or object is selected
Ctrl+K	Insert a hyperlink
Ctrl+M	Insert a new slide
Ctrl+D	Duplicate the selected object or slide

Helpful Slideshow Shortcuts

F5	Start the presentation from the beginning
Shift+F5	Start the presentation from the current slide
Ctrl+P	Annotate with the Pen tool during a slideshow
Ctrl+E	Erase an annotation during a slideshow
Ctrl+A	Set the Pen tool back to an Arrow tool during a slideshow
B	Change the screen to black during a slideshow; press B again to return to the slideshow
Esc	End the slideshow

Create stunning presentations with ease! Sign up for our [PowerPoint Level 1 \(Basic\)](#) or [PowerPoint Level 2 \(Advanced\)](#) training.

Want to learn how to give a compelling presentation and have professional slides to match? Register for our GREAT series course, [Become a Great Presenter with MS PowerPoint and Presentation Skills](#), where we combine the software and soft skills you need to speak in front of others.

[Contact us](#) today to learn about your training options.