



60 PowerPoint Shortcuts

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How to master key board shortcuts ?

1. Take a handful (may be 5 or 10) shortcuts that you think you' ll use the most and pin them to your desk. Make a conscious effort every time to use them
2. As you become a more avid user of PowerPoint, keep adding more keyboard shortcuts to your kitty. Also knowing how to [type faster](#) really helps to get your hands on the keyboard. So learn typing
3. PowerPoint is a more creative tool, so at times I recommend using mouse over the keyboard. But a combination of mouse and keyboard really works a treat
4. Quick Tip:
 - The shortcuts that begin with Ctrl require you to press the Ctrl key and the shortcut key together
 - The shortcuts that begin with Alt do not require you to press Alt Key and shortcut keys together*. That is the reason why Alt based shortcuts tend to be longer than Ctrl based shortcuts

*This rule is not applicable for all Alt Based shortcuts



Generic Shortcuts

F1	Open the Help window
CTRL+F6	When more than one PowerPoint window is open, switch to the next PowerPoint window.
CTRL+SHIFT+F6	Switch to the previous PowerPoint window.
CTRL+W or CTRL+F4	Close the active window.
CTRL+F5	Broadcast the open presentation to a remote audience using the PowerPoint web application.
PRINT SCREEN	Copy a picture of the screen to the Clipboard.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.
CTRL+F1	Hide or show the Ribbon
Ctrl + O	Opens an Existing PPT
Ctrl + N	Creates a new PPT
Ctrl + S	Saves the workbook
F12 (OR Alt > F > A)	Saves As
CTRL + Tab	Switch between Microsoft Office applications
Ctrl + Home / End	Go to the first / last slide in PowerPoint
Ctrl + F	Opens the Find Box
Tab	Select the next object (one after the other) on the slide
Shift + Tab	To move back one object within the slide



Navigation Shortcuts

CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
END	Move to the end of a line.
HOME	Move to the beginning of a line.
CTRL+UP ARROW	Move up one paragraph.
CTRL+DOWN ARROW	Move down one paragraph.
CTRL+END	Move to the end of a text box.
CTRL+HOME	Move to the beginning of a text box.
F4	To repeat the last action
CTRL+F	Open the Find dialog box.
CTRL+H	Open the Replace dialog box.



Table Shortcuts

TAB

Move to the next cell.

SHIFT+TAB

Move to the preceding cell.

DOWN ARROW

Move to the next row.

UP ARROW

Move to the preceding row.

CTRL+TAB

Insert a tab in a cell.

ENTER

Start a new paragraph.

TAB at the end of the last row

Add a new row at the bottom of the table.



Font Editing Shortcuts

CTRL+SHFT+F

Opens the font box. The cursor should be on the text

CTRL+SHFT+>

Increase the font size of the selected text.

CTRL+SHFT+<

Decrease the font size of the selected text.

CTRL+EQUAL SIGN

Apply subscript formatting (automatic spacing).

CTRL+SHFT+PLUS SIGN

Apply superscript formatting (automatic spacing).

CTRL+SPACEBAR

Remove manual character formatting, such as subscript and superscript.

CTRL+K

Insert a hyperlink

CTRL+E

Center a paragraph.

CTRL+J

Justify a paragraph.

CTRL+L

Left align a paragraph.

CTRL+R

Right align a paragraph.

Shift + F3

Changes the case of letters lowercase, Uppercase and Proper case

Ctrl + B / I / U

Bold / Italic / Underline



ALT Based Miscellaneous Shortcuts

ALT > N > X

Insert text box

ALT > F > O

Open a file

ALT > H > I

Insert a slide

ALT > E > S

Paste special

ALT > D > S

Set Up Show

ALT > W > G

Gridlines

ALT > W > R

Ruler

ALT > G > S

Changing slide orientation
(Portrait/Landscape)

ALT > A > C

Opens the Animation Pane

ALT > S > T

Rehearse Timings

ALT > E > F

Find / Replace

ALT > F > X

Closes PowerPoint Application