

PowerPoint Shortcuts — OfficeHelper

Free reference • OfficeHelper • Always verify version/platform-specific behavior

Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+A	Select all
Ctrl+F	Find
Ctrl+H	Find and replace
Ctrl+P	Print
Ctrl+S	Save
Ctrl+N	New file
Ctrl+O	Open
Ctrl+W	Close
Ctrl+Shift+S	Save As
Ctrl+K	Insert hyperlink
Ctrl+Home	Go to beginning
Ctrl+End	Go to end
Ctrl+Left	Move one word left
Ctrl+Right	Move one word right
Ctrl+Backspace	Delete previous word
Ctrl+Delete	Delete next word
Shift+Home	Select to line start
Shift+End	Select to line end
Ctrl+Shift+Left	Select previous word
Ctrl+Shift+Right	Select next word
F1	Help
F4	Repeat last action where supported
F5	Go To / refresh where supported
F7	Spelling/grammar check where supported
F10	KeyTips
Esc	Cancel current action
Enter	Confirm
Tab	Next field/cell
Shift+Tab	Previous field/cell
Ctrl+Shift+V	Paste Special / formatting-aware paste
Ctrl+M	New slide
Ctrl+D	Duplicate object/slide
Ctrl+G	Group objects
Ctrl+Shift+G	Ungroup
Ctrl+E	Center text
Ctrl+L	Align left
Ctrl+R	Align right
Ctrl+J	Justify
Ctrl+Shift+C	Copy formatting
Ctrl+Shift+V	Paste formatting
F5	Start slideshow
Shift+F5	Start from current slide
Esc	End slideshow
B	Black screen in slideshow
W	White screen in slideshow
N	Next slide
P	Previous slide
Space	Advance

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Backspace	Previous slide
Home	First slide
End	Last slide
Number+Enter	Jump to slide
Ctrl+P	Pen during slideshow
E	Erase annotations
Ctrl+H	Hide pointer
Tab	Next object
Shift+Tab	Previous object
Arrow keys	Nudge object
Ctrl+K	Hyperlink
Alt+Shift+Left	Promote paragraph
Alt+Shift+Right	Demote paragraph
Alt+Shift+Up	Move paragraph up
Alt+Shift+Down	Move paragraph down
Ctrl+Alt+V	Paste Special
Alt+H	Home tab
Alt+N	Insert tab
Alt+G	Design tab
Alt+A	Animations tab
Alt+S	Slide Show tab
Alt+R	Review tab
Alt+W	View tab
Alt+Q	Search
Ctrl+Shift+>	Increase font
Ctrl+Shift+<	Decrease font
Ctrl+Shift+F	Font dialog
Ctrl+Shift+P	Font size dialog
Ctrl+Shift+M	Remove formatting
Ctrl+Shift+D	Duplicate slide
Ctrl+Shift+K	Insert comment
Ctrl+Shift+S	Save As
Ctrl+Shift+E	Export
Ctrl+Shift+X	Close presentation
Ctrl+Alt+M	New comment
Ctrl+Alt+G	Group objects
Ctrl+Alt+Shift+G	Ungroup objects
Ctrl+Shift+J	Align objects
Ctrl+Shift+L	Align left
Ctrl+Shift+R	Align right
Ctrl+Shift+E	Align center
Ctrl+Shift+T	Align top
Ctrl+Shift+B	Align bottom
Ctrl+Shift+M	Distribute horizontally
Ctrl+Shift+H	Distribute vertically
Alt+F10	Selection pane
Alt+F8	Macros
Ctrl+F1	Collapse ribbon
Ctrl+Shift+F9	Update links
Ctrl+Shift+F5	Presentation view
Ctrl+Alt+P	Presenter view
Ctrl+Shift+Enter	Create text box
Ctrl+Enter	Next placeholder
Shift+F3	Change case
F4	Repeat last action

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F7	Spelling
Ctrl+F	Find
Ctrl+H	Replace
Ctrl+G	Guides/grid options
Alt+Shift+5	Strikethrough
F2	Edit current item
F3	Find next
F6	Cycle panes
F8	Extend selection where supported
F9	Refresh/calculate where supported
F11	Full screen/chart where supported
F12	Save As where supported
Ctrl+Shift+F1	Full screen / ribbon toggle where supported
Alt+F1	Create chart where supported
Alt+F2	Save As where supported
Ctrl+Shift+Tab	Previous tab/window
Ctrl+Tab	Next tab/window
Alt+Left	Back
Alt+Right	Forward
Ctrl+Esc	Start menu
Alt+Space	Window menu
Shift+F10	Context menu
Alt+Enter	Properties/details where supported
Ctrl+Shift+Esc	Task Manager
PrintScreen	Screenshot
Alt+PrintScreen	Active-window screenshot
Ctrl+Shift+A	Application shortcut; exact action varies by Office app/version
Alt+Shift+A	Application shortcut; exact action varies by Office app/version
Alt+Shift+B	Application shortcut; exact action varies by Office app/version
Alt+Shift+C	Application shortcut; exact action varies by Office app/version
Alt+Shift+D	Application shortcut; exact action varies by Office app/version
Alt+Shift+E	Application shortcut; exact action varies by Office app/version
Alt+Shift+F	Application shortcut; exact action varies by Office app/version
Alt+Shift+G	Application shortcut; exact action varies by Office app/version
Alt+Shift+H	Application shortcut; exact action varies by Office app/version
Ctrl+Shift+I	Application shortcut; exact action varies by Office app/version
Alt+Shift+I	Application shortcut; exact action varies by Office app/version