

Microsoft PowerPoint All Shortcut Keys

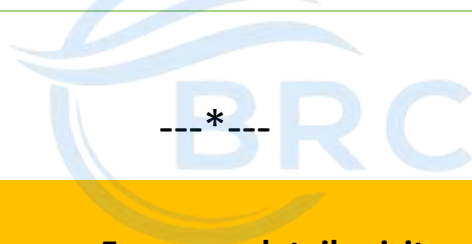
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Shortcut	Description
B	Change the screen to black during a slideshow (Press B again to return to the slideshow)
Alt + A	Go to the Animations tab
Alt + F	Open the File tab menu
Alt + G	Open the Design tab
Alt + H	Go to the Home tab
Alt + K	Go to the Transitions tab
Alt + N	Open the Insert tab
Alt + R	Go to the Review tab
Alt + S	Go to the Slide Show tab
Alt + W	Go to View tab
Alt + F2	Open the Save As dialog box (same as F12)
Ctrl+A	Select all page content or also used to select all content of any active object or shape
Ctrl+B	Make selected text bold
Ctrl+C	Copy the selected content of shape, object or also copy the active slide
Ctrl+D	Duplicate the selected shape, object or a slide
Ctrl+E	Align selected content in center
Ctrl+F	Open find text dialog box
Ctrl+G	Go to a particular page, section etc.
Ctrl+H or F5	Open replace text dialog box
Ctrl+I	Italicize the selected text
Ctrl+J	Apply the justify alignment
Ctrl+K	Insert a hyperlink
Ctrl+L	Align selected content in left side
Ctrl+M	Insert a new slide

Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+P or Ctrl+Shift+F12	Open print dialog box
Ctrl+Q	Save and close the current window
Ctrl+R	Align the selected content in right side
Ctrl+S/Shift+F12	Save changes in a document
Ctrl+T	Open the font setting window
Ctrl+U	Apply or remove the underline from the selected text
Ctrl+V/Shift+ Insert	Paste the copied content
Ctrl+Alt+V	Open paste special dialog box
Ctrl+W or Ctrl+F4	Save and close the current window
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change/ forward change
Ctrl+Z	Undo a change/ backward change
Ctrl+Tab	Switch between open power point window
Ctrl+F1	Show or Hide the ribbon bar
Ctrl+F2	Open print preview window
Ctrl+=	Activate or deactivate subscript
Ctrl+Shift+=	Activate or deactivate superscript
Ctrl+Shift+>	Increase the font size
Ctrl+Shift+<	Decrease the font size
Ctrl+Shift+F	Opens Font window to change the font
Home Button	Directly move to the first slide
End Button	Directly move to the last slide
Delete Button	Deletes the current active slide
F1	Open help window
F5	Play the presentation from the start

F7	Spellcheck and Grammar check selected text or document.
F12	Save as the document under a different file name
Shift+F	Show or hide gridlines
Shift+Alt+F9	Show or hide ruler bar
Alt+F4	Close Ms-Word window



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