PowerPoint Shortcut Keys & Tips

Keys for deleting and copying text and objects

To	Press
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL + BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL + DELETE
Cut selected object	CTRL + X
Copy selected object	CTRL + C
Paste cut or copied object	CTRL + V
Undo the last action	CTRL + Z

Keys for moving around in text

To move	Press
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One line up	UP ARROW
One line down	DOWN ARROW
One word to the left	CTRL + LEFT ARROW
One word to the right	CTRL + RIGHT ARROW
To the end of a line	END
To the beginning of a line	HOME
Up one paragraph	CTRL + UP ARROW
Down one paragraph	CTRL + DOWN ARROW
To the end of a text box	CTRL + END
To the beginning of a text box	CTRL + HOME
To the next title or body text placeholder	CTRL + ENTER
To repeat the last Find action	SHIFT + F4

Keys for working in an outline

To	Press
Promote a paragraph	ALT + SHIFT + LEFT ARROW
Demote a paragraph	ALT + SHIFT + RIGHT ARROW
Move selected paragraphs up	ALT + SHIFT + UP ARROW
Move selected paragraphs down	ALT + SHIFT + DOWN ARROW
Show heading level 1	ALT + SHIFT + 1
Expand text below a heading	ALT + SHIFT + PLUS
Collapse text below a heading	ALT + SHIFT + MINUS
Show all text or headings	ALT + SHIFT + A
Turn character formatting on or off	SLASH (/) on the numeric keypad

Tip   You can use the same keys in slide view as you do in outline view to promote and demote paragraphs and to move selected paragraphs up and down.

Keys for selecting text and objects

To select	Press
One character to the right	SHIFT + RIGHT ARROW
One character to the left	SHIFT + LEFT ARROW
To the end of a word	CTRL + SHIFT + RIGHT ARROW
To the beginning of a word	CTRL + SHIFT + LEFT ARROW
One line up	SHIFT + UP ARROW
One line down	SHIFT + DOWN ARROW
An object	TAB or SHIFT + TAB until the object you want is selected
All objects (slide view)	CTRL + A
All slides (slide sorter view)	CTRL + A
All text (outline view)	CTRL + A

Keys for working in windows and dialog boxes

In a window

To	Press
Switch to the next program	ALT + TAB
Switch to the previous program	ALT + SHIFT + TAB
Show the Windows Start menu	CTRL + ESC
Close the active presentation window	CTRL + W
Restore the active presentation window	CTRL + F5
Switch to the next presentation window	CTRL + F6
Switch to the previous presentation window	CTRL + SHIFT + F6
Carry out the Move command (Presentation icon menu, menu bar)	CTRL + F7
Carry out the Size command (Presentation icon menu, menu bar)	CTRL + F8
Minimize the presentation window	CTRL + F9
Maximize the presentation window	CTRL + F10
Select a folder in the Open or Save As dialog box (File menu)	ALT + 0 to select the folder list; then the arrow keys to select a folder
Select a toolbar button in the Open or Save As dialog box (File menu)	ALT + number (1 for the leftmost button, 2 for the next, and so on)
Update the files visible in the Open or Save As dialog box (File menu)	F5

In a dialog box

To	Press
Switch to the next tab in a dialog box	CTRL + TAB or CTRL + PAGE DOWN
Switch to the previous tab in a dialog box	CTRL + SHIFT + TAB or CTRL + PAGE UP
Move to the next option or option group	The TAB key
Move to the previous option or option group	SHIFT + TAB

To	Press
Move between options in a selected drop-down list box or between some options in a group of options	The arrow keys
Perform the action assigned to the selected button; select or clear the check box	The SPACEBAR
Move to an option in a selected drop-down list box	The first letter of the option name
Select an option, or select or clear a check box	ALT + the letter underlined in the option name
Open a selected drop-down list box	ALT + DOWN ARROW
Close a selected drop-down list box	ESC
Perform the action assigned to a default button in a dialog box	ENTER
Cancel a command and close a dialog box	ESC

In a text box

To	Press
Move to the beginning of the entry	HOME
Move to the end of the entry	END
Move one character to the left or right	The LEFT ARROW or RIGHT ARROW key
Move one word to the left or right	CTRL + LEFT ARROW or CTRL + RIGHT ARROW
Select from the insertion point to the beginning of the entry	SHIFT + HOME
Select from the insertion point to the end of the entry	SHIFT + END
Select or unselect one character to the left	SHIFT + LEFT ARROW
Select or unselect one character to the right	SHIFT + RIGHT ARROW
Select or unselect one word to the left	CTRL + SHIFT + LEFT ARROW
Select or unselect one word to the right	CTRL + SHIFT + RIGHT ARROW

Keys for working with menus

You can choose any menu command by using the keyboard. Just press ALT followed by the letter underlined in the menu name, and then press the letter underlined in the command name.

To	Press
Display a shortcut menu that shows a list of commands relevant to the selected object	SHIFT + F10
Display the program Control menu	ALT + SPACEBAR
Select the next or previous menu command	DOWN ARROW or UP ARROW
Select the menu to the left or right	LEFT ARROW or RIGHT ARROW

Switch between a submenu and its main menu	LEFT ARROW or RIGHT ARROW

Keys for working with toolbars

To	Press
Make the menu bar active	F10
Select the next or previous toolbar	CTRL + TAB or CTRL + SHIFT + TAB
Select the next or previous button or menu on the active toolbar	The TAB key or SHIFT + TAB
Open the selected menu	ENTER
Perform the action assigned to the selected button	ENTER
Enter text in the selected text box	ENTER
Select an option in a drop-down list box or in a drop-down menu on a button	The arrow keys to move through the options, then ENTER to select the option

Slide show controls

You can use the following shortcuts while running your slide show in full-screen mode.

To	Press
Advance to the next slide	N, ENTER, or the SPACEBAR (or click the mouse)
Return to the previous slide	P or BACKSPACE
Go to slide <number>	<number> + ENTER
Display a black screen, or return to the slide show from a black screen	B
Display a white screen, or return to the slide show from a white screen	W
Stop or restart an automatic slide show	S
End a slide show	ESC
Erase on-screen annotations	E
Go to next hidden slide	H
Set new timings while rehearsing	T
Use original timings while rehearsing	O
Use mouse-click to advance while rehearsing	M
Return to the first slide	Both mouse buttons for 2 seconds
Change the pointer to a pen	CTRL + P
Change the pen to a pointer	CTRL + A
Hide the pointer and button temporarily	CTRL + H
Hide the pointer and button always	CTRL + L
Display the shortcut menu	SHIFT + F10 (or right-click)

Tip   You can press F1 during a slide show to see a list of controls.

Keys for using the Office Assistant

To perform most of the following, the Assistant must be active.

To	Press
Make the Assistant balloon active	ALT + F6; repeat until the balloon is active
Select a Help topic from the topics the Assistant displays	ALT + number (ALT + 1 is the first topic, ALT + 2 is the second, etc.)
See more Help topics	ALT + DOWN ARROW
See previous Help topics	ALT + UP ARROW
Close an Assistant message	ESC
Get Help from the Assistant	F1
Display the next tip	ALT + N
Display the previous tip	ALT + B
Close a tip	ESC
Show the Assistant in a wizard, or turn off Help with the wizard	TAB to select the Office Assistant button, then the SPACEBAR to show the Assistant or turn of Help with the wizard