SHIVAM
COMPUTER EDUCATION
Training & Placement

Training for All Kinds of Basic and Advanced Software
Contact : 990926268
www.shivamcomputereducation.com

MS Power Point
Keyboard Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE MS POWERPOINT SHORTCUTS.

How To Read The List

Where shortcut keys must be pressed together they will be shown like this

Ctrl + **C**

which means press CTRL and C together.

Where keys must be pressed one after the other they will be shown like this

Alt + **O** , **H** **R**

which means press Alt and O together, then release those keys and press H, then R.

INDEX

Basic	
Create a new presentation document	Ctrl + N
Open an existing presentation document	Ctrl + O
Save a presentation	Ctrl + S
Open the Save As dialog box	Alt + F2 OR F12
Close a presentation	Ctrl + W OR Ctrl + F4
Save and close a presentation	Ctrl + Q
Undo an action	Ctrl + Z
Redo an action	Ctrl + Y
Print Preview View	Ctrl + F2
Open the Help pane	F1
Directs to the "Tell me what you want to do" box	Alt + Q
Check for spellings	F7
Turn the key tips to 'on' or 'off'	Alt OR F10
Show or hide the ribbon	Ctrl + F1
Search in a presentation or use Find and Replace	Ctrl + F
Open the File tab menu	Alt + F
Go to the Home tab	Alt + H
Open the Insert tab	Alt + N

Open the Design tab	`Alt` + `G`
Go to the Transitions tab	`Alt` + `K`
Go to the Animations tab	`Alt` + `A`
Go to the Slide Show tab	`Alt` + `S`
Go to the Review tab	`Alt` + `R`
Go to View tab	`Alt` + `W`
Go to the Add-ins tab	`Alt` + `X`
Go to the Help tab	`Alt` + `Y`
Switch between open presentations	`Ctrl` + `Tab`

For selecting, navigating texts and objects

Select all the objects on an active slide	`Ctrl` + `A`
Select or move on to the next object on a slide	`Tab`
Select or move to a previous object on a slide	`Shift` + `Tab`
Go back to the beginning of the slide	`Home`
Go to the end of the slide	`End`
Go to the next slide	`PgDn`
Go the previous slide	`PgUp`

Move a slide up or down in the presentation document.	`Ctrl` + `Up/Down Arrow`
Move a slide to the beginning or end of your presentation document.	`Ctrl` + `Shift` + `Up/Down Arrow`

For editing and formatting

Cut the selected text, object, or slide	**Ctrl** + **X**
Copy the selected text, object, or selected slide	**Ctrl** + **C** OR **Ctrl** + **Insert**
Paste the selected text, object, or slide	**Ctrl** + **V** OR **Shift** + **Insert**
Open the Paste Special dialog box	**Ctrl** + **Alt** + **V**
Delete the selected text, object, or slide	**Delete**
Toggle bold on the selected text	**Ctrl** + **B**
Toggle italics on the selected text	**Ctrl** + **I**
Add or remove underline to selected text	**Ctrl** + **U**
Center align the selected text	**Ctrl** + **E**
Justify the selected text	**Ctrl** + **J**
Left align the selected text	**Ctrl** + **L**
Right align the selected text	**Ctrl** + **R**
Display the Font dialog box after text or object is selected	**Ctrl** + **T**
Insert a hyperlink	**Ctrl** + **K**
Insert a new slide	**Ctrl** + **M**
Duplicate the selected object or a slide.	**Ctrl** + **D**

For Slideshows	
Play the presentation from the start	`F5`
Play the presentation from the current slide	`Shift` + `F5`
Annotate using a Pen tool while playing the slideshow	`Ctrl` + `P`
Move to the next slide while playing the slideshow	`N` OR `Page Down`
Return to the previous slide while playing the slideshow	`P` OR `Page Up`
Change the screen to black during a slideshow (Press B again to return to the slideshow)	`B`
End the slideshow	`Esc`