



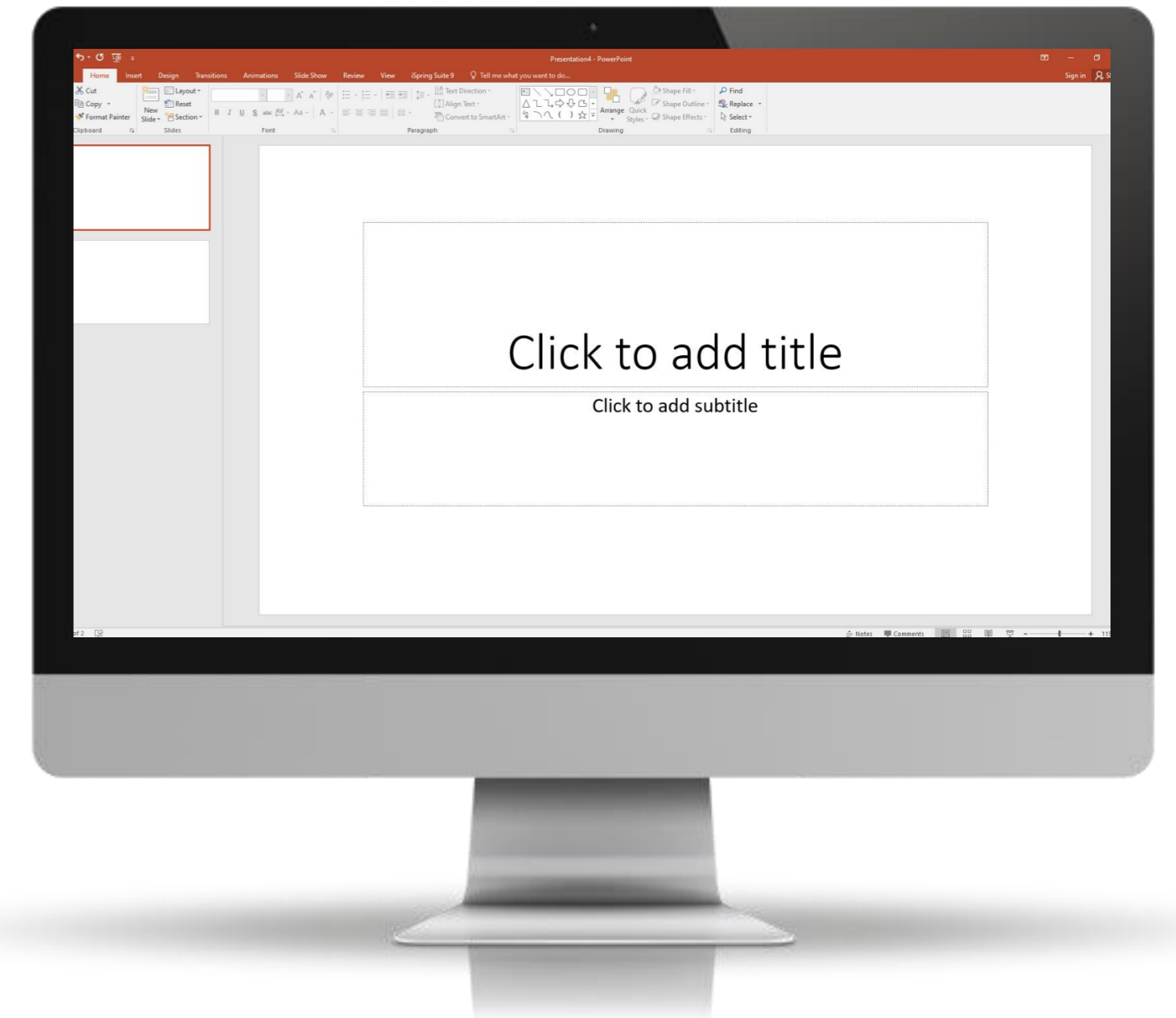
# MS® PowerPoint

## Commands and Shortcuts

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# Commands and Shortcuts

- 🔗 Get slides from other documents (MS® Word, MS® PowerPoint)
  - New Slide > slides from outline.. (select a **Properly formatted** Word document)
  - New slide > reuse slide then select the presentation and the slides you need from it
- 🔗 Rest
  - On the Home Tab, used to go back to the original layout and formatting of the slide
- 🔗 Outline view to insert text (like word) View > Outline View
  - Use **TAB** to add a sub-category
  - Use **Shift TAB** to go up one category and eventually to slide header level
  - Use **ALT + Shift + ↓ or ↑** to change the order of any item within a hierarchy
- 🔗 Formatting text (without highlighting it)
  - If inside a box click **ESC** then change the format (colour, font, size..)
- 🔗 Change any bullet to a SmartArt
  - Highlight the text then go to Home > Convert to SmartArt (Paragraph group) .. Select whatever appropriate to you
- 🔗 Format multiple pictures
  - Click Insert Pictures (Select the source and any number of pictures from it) then click **Picture Format** tab – Picture layout



# General Program Shortcuts

**Ctrl+N:** Create a new presentation

**Ctrl+O:** Open an existing presentation

**Ctrl+S:** Save a presentation

**F12 or Alt+F2:** Open the Save As dialog box

**Ctrl+W or Ctrl+F4:** Close a presentation

**Ctrl+Q:** Save and close a presentation

**Ctrl+Z:** Undo an action

**Ctrl+Y:** Redo an action

**Ctrl+F2:** Print Preview View

**F1:** Open the Help pane

**Alt+Q:** Go to the “Tell me what you want to do” box

**F7:** Check spelling

**Alt or F10:** Turn key tips on or off

**Ctrl+F1:** Show or hide the ribbon

**Ctrl+F:** Search in a presentation or use Find and Replace

**Alt+F:** Open the File tab menu

**Alt+H:** Go to the Home tab

**Alt+N:** Open the Insert tab

**Alt+G:** Open the Design tab

**Alt+K:** Go to the Transitions tab

**Alt+A:** Go to the Animations tab

**Alt+S:** Go to the Slide Show tab

**Alt+R:** Go to the Review tab

**Alt+W:** Go to View tab

**Alt+X:** Go to the Add-ins tab

**Alt+Y:** Go to the Help tab

**Ctrl+Tab:** Switch between open presentations

# Selecting and Navigating Text, Objects, and Slides

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**Ctrl+A:** Select all text in a text box, all objects on a slide, or all slides in a presentation (for the latter, click on a slide thumbnail first)

**Tab:** Select or move to the next object on a slide

**Shift+Tab:** Select or move to the previous object on a slide

**Home:** Go to the first slide, or from within a text box, go to the beginning of the line

**End:** Go to the last slide, or from within a text box, go to the end of the line

**PgDn:** Go to the next slide

**PgUp:** Go the previous slide

**Ctrl+Up/Down Arrow:** Move a slide up or down in your presentation (click on a slide thumbnail first)

**Ctrl+Shift+Up/Down Arrow:** Move a slide to the beginning or end of your presentation (click on a slide thumbnail first)

# Formatting and Editing

**Ctrl+X:** Cut selected text, selected object(s), or selected slide(s)

**Ctrl+C or Ctrl+Insert:** Copy selected text, selected object(s), or selected slide(s)

**Ctrl+V or Shift+Insert:** Paste selected text, selected object(s), or selected slide(s)

**Ctrl+Alt+V:** Open the Paste Special dialog box

**Delete:** Remove selected text, selected object(s), or selected slide(s)

**Ctrl+B:** Add or remove bold to selected text

**Ctrl+I:** Add or remove italics to selected text

**Ctrl+U:** Add or remove underline to selected text

**Ctrl+E:** Center a paragraph

**Ctrl+J:** Justify a paragraph

**Ctrl+L:** Left align a paragraph

**Ctrl+R:** Right align a paragraph

**Ctrl+T:** Open the Font dialog box when text or object is selected

**Alt+W,Q:** Open the Zoom dialog box to change the zoom for the slide

**Alt+N,P:** Insert a picture

**Alt+H,S,H:** Insert a shape

**Alt+H,L:** Select a slide layout

**Ctrl+K:** Insert a hyperlink

**Ctrl+M:** Insert a new slide

**Ctrl+D:** Duplicate the selected object or slide (for the latter, click on a slide thumbnail first)

# Helpful Slideshow Shortcuts

**F5:** Start the presentation from the beginning

**Shift+F5:** Start the presentation from the current slide (this one is great when you want to test out how the slide your currently working on will look in your presentation)

**Ctrl+P:** Annotate with the Pen tool during a slideshow

**N or Page Down:** Advance to the next slide during a slideshow

**P or Page Up:** Return to the previous slide during a slide show

**B:** Change the screen to black during a slideshow; press B again to return to the slideshow

**Esc:** End the slideshow