

## Microsoft PowerPoint Keyboard Shortcuts

### Navigating the PowerPoint Interface

Use **F6** and **Shift+F6** to jump between the various panes and menus in PowerPoint.

#### Working in the Thumbnail Pane

Action	Shortcut
Select all slides	Ctrl+A
Go to next slide	Down Arrow
Go to previous slide	Up Arrow
Go to first slide	Home
Go to last slide	End
Move selected slide up	Ctrl+Up
Move selected slide down	Ctrl+Down
Move selected slide to the start	Ctrl+Shift+Up
Move selected slide to the end	Ctrl+Shift+Down
Add new slide after selected slide	Ctrl+M
Duplicate selected slide	Ctrl+Shift+D
Delete selected slide	Delete

#### Working in the Main Slide Workspace

Action	Shortcut
Select all objects on slide	Ctrl+A
Jump to first or next object	Tab
Jump to previous object	Shift+Tab
Move selected item	Arrow keys
Add text to selected text box	F2
Add new slide	Ctrl+M
Make a copy of current slide	Ctrl+Shift+D
Go to next slide	Page Down
Go to previous slide	Page Up
Go to first slide	Home
Go to last slide	End

#### Presenting Your Slide Show

Action	Shortcut
Start slide show from beginning	F5
Start slide show from current slide	Shift+F5
End slide show	Esc
Turn presenting screen black	B (press again to undo)
Turn presenting screen white	W (press again to undo)
Move to next slide or animation	Right Arrow
Go back to previous slide or animation	Left Arrow

### Selecting Text

**Select individual characters within a text box:** When a text box is selected, press **F2** to activate the cursor, then use these keyboard shortcuts to select the text:

Action	Shortcut
Select characters to left or right of cursor	Shift+Left Arrow or Shift+Right Arrow
Select rest of line to left or right of cursor	Shift+Home or Shift+End
Select the line above	Home > Shift+Up
Select the line below	End > Shift+Down
Select all text before cursor	Ctrl+Shift+Home
Select all text after cursor	Ctrl+Shift+End

**Select a text box outline:** If the cursor is flashing, press **Esc** to exit the text box while keeping it selected.

### Formatting Text

Select the relevant text or text box, then use these shortcuts:

Action	Shortcut
Apply bold	Ctrl+B
Apply italics	Ctrl+I
Apply underline	Ctrl+U
Increase font size	Ctrl+Shift+>
Decrease font size	Ctrl+Shift+<
Copy formatting	Ctrl+Shift+C
Paste copied formatting	Ctrl+Shift+V
Clear formatting	Alt+H+E
Align selected text to left	Ctrl+L
Align selected text to right	Ctrl+R
Align selected text to center	Ctrl+E
Open Font dialog box	Ctrl+T
Close Font dialog box	Enter

### Adding Animations and Transitions

Action	Shortcut
Add primary animation to selected text or object	Alt > A > S > Arrows > Enter
Add more animations to selected text or object	Alt > A > AA > Arrows > Enter
View Animation pane	Alt > A > C
Add transition effect between previous slide and selected slide	Alt > K > T > Arrows > Enter
Change current transition effect options	Alt > K > O > Up/Down > Enter

### Switching Views

Press **Esc** to exit the Slide Show, Presenter, and Reading views.

View	Shortcut
Normal	Alt > W > L
Slide Sorter	Alt > W > i
Outline	Alt > W > PO
Slide Master	Alt > W > M
Handout Master	Alt > W > H
Notes Master	Alt > W > K
Reading	Alt > W > D
Slide Show (from beginning)	F5
Slide Show (from current slide)	Shift+F5

The Presenter view displays automatically when you activate the Slide Show view if your computer is connected to an external screen.

### Other Useful Keyboard Shortcuts

Action	Shortcut
Activate Copilot tools for selected textbox	Shift+F8
Repeat the last action you completed	Ctrl+Y
Find and replace text	Ctrl+H
Group selected objects	Ctrl+G
Ungroup selected grouped objects	Ctrl+Shift+G
Add text box	Alt > N > X
Add table	Alt > N > T > Arrows > Enter
Add shape	Alt > N > SH > Arrows > Enter