

OVER 500 WINDOWS KEYBOARD SHORTCUTS!

MS PowerPoint Keyboard Shortcuts	
Ctrl-B	Bold
Ctrl-W	Close
Ctrl-F4	Close
Ctrl-C	Copy
Ctrl-X	Cut
Ctrl-F	Find
Ctrl-I	Italics
F10	Menu bar
End	Move to the end of the entry
Ctrl-N	New (slide)
Ctrl-F6	Next window
Ctrl-O	Open
Alt-Shift -	Outline: Collapse
Alt-Shift-Right	Outline: Demote paragraph
Alt-Shift +	Outline: Expand
Alt-Shift-Dn	Outline: Move paragraph down
Alt-Shift-Up	Outline: Move paragraph up
Alt-Shift-Left	Outline: Promote paragraph
Alt-Shift-A	Outline: Show All Headings
Alt-Shift-1	Outline: Show heading level 1
Ctrl-V	Paste
Ctrl-P	Print
Shift-F4	Repeat Find
Ctrl-Y	Repeat/Redo
Ctrl-H	Replace
Ctrl-S	Save
Ctrl-A	Select all
F5	Slide Show: Begin the slide show
B	Slide Show: Black screen show/hide
Esc	Slide Show: End
E	Slide Show: Erase annotations
H	Slide Show: Go to next hidden slide
Ctrl-L	Slide Show: Hide pointer and button always
Ctrl-H	Slide Show: Hide pointer and button temporarily
Ctrl-A	Slide Show: Mouse pointer to arrow
Ctrl-P	Slide Show: Mouse pointer to pen
N	Slide Show: Next slide
P	Slide Show: Previous slide
T	Slide Show: Set new timings while rehearsing
S	Slide Show: Stop/restart automatic slide show
M	Slide Show: Use mouse-click to advance (rehearsing)
O	Slide Show: Use original timings (rehearsing)
W	Slide Show: White screen show/hide
F7	Spelling and Grammar check
Ctrl-F6	Switch to the next presentation window
Ctrl-Tab / Ctrl-Page Down	Switch to the next tab in a dialog box
Ctrl-Shift-F6	Switch to the previous presentation window
Ctrl-Shift-Tab / Ctrl-Page Up	Switch to the previous tab in a dialog box
Num /	Turn character formatting on or off
Ctrl-U	Underline
Ctrl-Z	Undo

