



MS OFFICE PowerPoint

Task	Shortcut
Opens and existing presentation	CTRL + O
Saves presentation	CTRL + S
Close active window	CTRL + W
Starts a new presentation	CTRL + N
Inserts hyperlink	CTRL + K
Inserts a new slide	CTRL + M
Open "Find" dialog box	CTRL + F
Opens "Replace" dialog box (different if in a slide show view)	CTRL + H
Underlines text	CTRL + U
Italics text	CTRL + I
Bold text	CTRL + B
Aligns text to right	CTRL + R
Aligns text to left	CTRL + L
Centres text	CTRL + E
Duplicate slide (in slide sorter view)	CTRL + D
Within a slide show:	
Start running a slide show from the beginning	F5
Moves to next slide or next animation	N + either Pg Dn, ↓ or → or spacebar
Moves to previous slide or next animation	P + either Pg Up, ↑ or ← or backspace
Display a black blank slide (or return to pres if black slide is displaying)	B or .
Display a white blank slide (or return to pres if white slide is displaying)	W or ,
Go to next slide if it is a hidden slide	H
Stop or restart an automatic presentation	S
End a presentation	Esc
Go to first slide	1 + Enter
Display hidden pointer or changes pointer to an arrow	CTRL + A
Display hidden pointer or changes pointer to a pen	CTRL + P
Hide pointer and navigation button in 15 seconds	CTRL + U
Go to first or next hyperlink on a slide	CTRL + Tab
Go to last or previous hyperlink on slide	Shift + Tab