

PowerPoint shortcuts

All shortcuts listed are for PC users only

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|--|------------------------|--|------------------|
| Create new presentation | Ctrl+N | Select a slide layout | Alt+H, L |
| Add a new slide | Ctrl+M | Go to the File menu | Alt+F |
| Make selected text bold | Ctrl+B | Go to the Home tab | Alt+H |
| Cut selected text, object, or slide | Ctrl+X | Go to the Insert tab | Alt+N |
| Copy selected text, object, or slide | Ctrl+C | Open design tab | Alt+G |
| Paste cut or copied text, object, or slide | Ctrl+V | Open Transitions tab | Alt+K |
| Undo the last action | Ctrl+Z | Open Animations tab | Alt+A |
| Save the presentation | Ctrl+S | Open the Slideshow tab | Alt+S |
| Close PowerPoint | Ctrl+Q | Open the Review tab | Alt+R |
| Increase the font size for selected text | Ctrl+Shift+> | Open the View tab | Alt+W |
| Decrease the font size for selected text | Ctrl+Shift+< | Open the Help tab | Alt+Y,1 |
| Group objects | Ctrl+G | Start the slideshow | F5 |
| Ungroup objects | Ctrl+Shift+G | End the slideshow | Esc |
| Insert a picture | Alt+N, P | Go to the next slide | Page down |
| Open the Zoom dialog | Alt+W, Q | Go to the previous slide | Page up |
| Insert a shape | Alt+N, S, H | Display a black screen in slideshow mode | B |
| Select a theme | Alt+G, H | Display a White screen in slideshow mode | W |