

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