



Keyboard Shortcuts for Mac Users

PowerPoint Keyboard Shortcuts for Mac

Learn some of the most useful keyboard combinations in PowerPoint and work much faster!

Command Shortcuts in PowerPoint

Select all  & **A**
Hold **Press**

Find Text  & **F**
Hold **Press**

Left Align Text  & **L**
Hold **Press**

Bold  & **B**
Hold **Press**

Group  & **Option** & **G**
Hold **Hold** **Press**

New Slide  & **Option** & **N**
Hold **Hold** **Press**

Copy  & **C**
Hold **Press**

Replace text  & **Option** & **H**
Hold **Hold** **Press**

New Presentation  & **N**
Hold **Press**

Duplicate  & **D**
Hold **Press**

Justify  & **J**
Hold **Press**

Open  & **O**
Hold **Press**

Center Text  & **E**
Hold **Press**

Insert Hyperlink  & **K**
Hold **Press**

Print  & **P**
Hold **Press**

Command Shortcuts in PowerPoint

Close Active Presentation

⌘ & W

Hold Press

Paste

⌘ & V

Hold Press

Right Align Text

⌘ & R

Hold Press

Close the document

⌘ & W

Hold Press

Save Text

⌘ & S

Hold Press

Cut

⌘ & X

Hold Press

Format Text

⌘ & T

Hold Press

Redo Last Action

⌘ & Y

Hold Press

Underline Text

⌘ & U

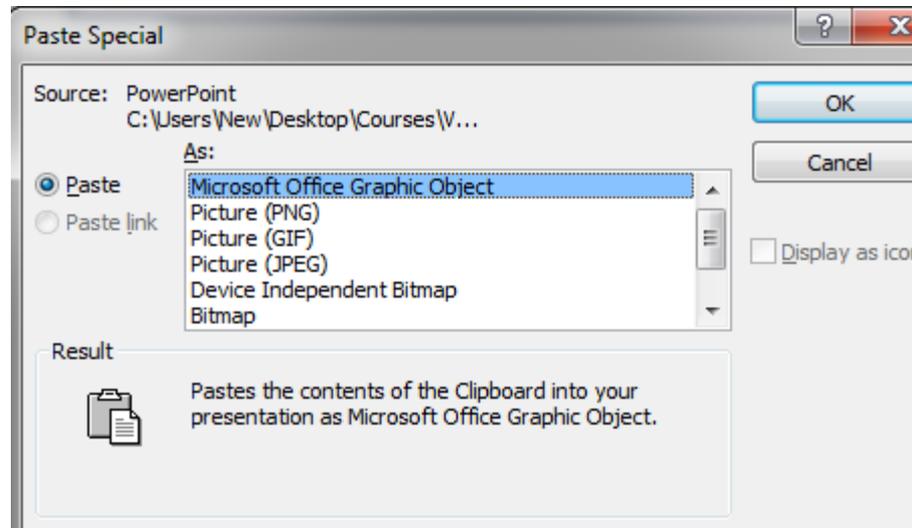
Hold Press

Undo Last Action

⌘ & Z

Hold Press

 + **Control + V**
Paste Special



Slide Show **F5**
Press

Save as **F12**
Press

Ungroup **⌘** & **Shift** & **Option** & **G**
Hold **Hold** **Hold** **Press**

Cancel an action **Esc**
Press

Gridlines **Shift** & **F9**
Hold **Press**

Font Size **⌘** & **Shift** & **P**
Hold **Hold** **Press**

Nudge **⌘** & **Arrow**
Hold **Press**

Help **F1**
Press

Repeat last action **F4**
Press