

365  Careers

# KEYBOARD SHORTCUTS

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# PowerPoint Keyboard Shortcuts

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

# Ctrl Shortcuts in PowerPoint

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

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

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

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

Group      **Ctrl** & **G**  
                 **Hold**      **Press**

New Slide      **Ctrl** & **M**  
                         **Hold**      **Press**

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

Replace text      **Ctrl** & **H**  
                         **Hold**      **Press**

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

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

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

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

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

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

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

# Ctrl Shortcuts in PowerPoint

Close PowerPoint

Ctrl & Q

Hold Press

Paste

Ctrl & V

Hold Press

Right Align Text

Ctrl & R

Hold Press

Close the document

Ctrl & W

Hold Press

Save Text

Ctrl & S

Hold Press

Cut

Ctrl & X

Hold Press

Format Fonts

Ctrl & T

Hold Press

Redo Last Action

Ctrl & Y

Hold Press

Underline Text

Ctrl & U

Hold Press

Undo Last Action

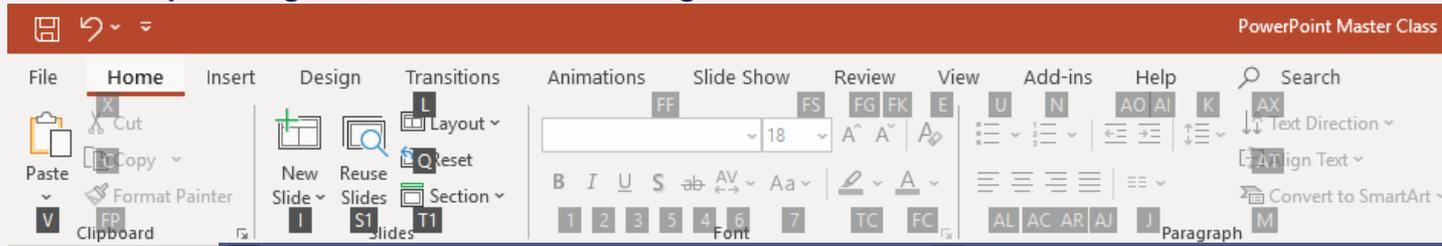
Ctrl & Z

Hold Press

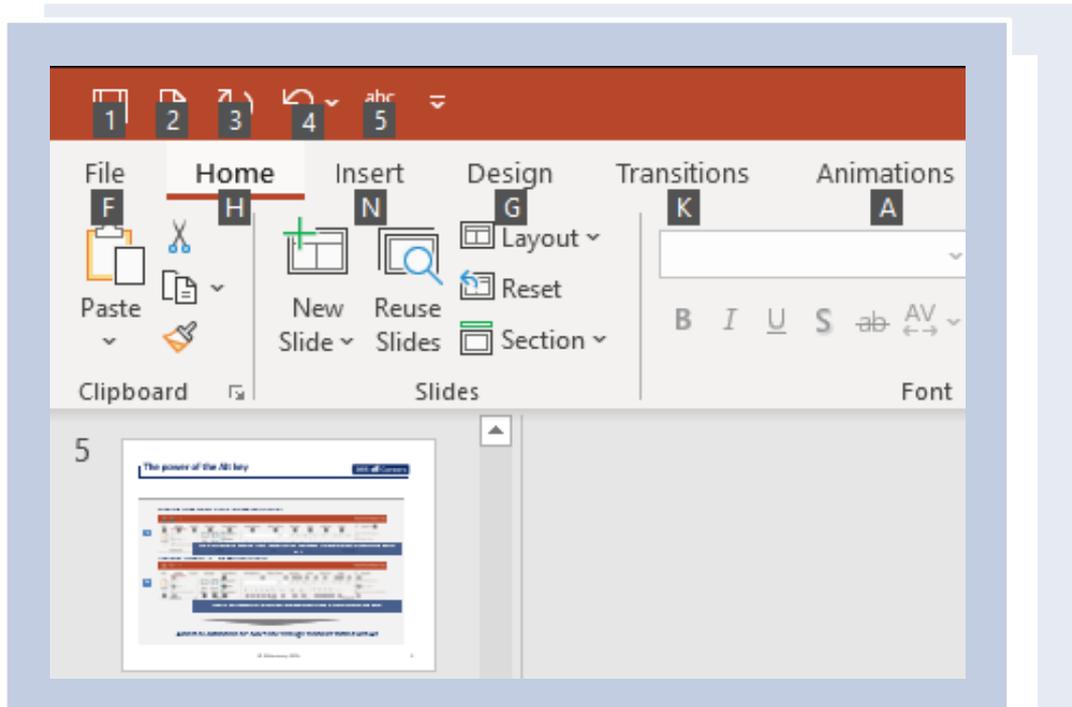
When we press the Alt button, we see the following:



Then after pressing "H", we see the following:



Almost all commands are accessible through shortcuts formed with Alt



We can use the **Quick Access Toolbar** buttons in order to generate shortcut combinations

When we activate the PowerPoint Ribbon, Quick Access Toolbar buttons are activated as well. As we can see in the picture on the left, each Quick Access Toolbar button is assigned with a given number (1-9).

We can form shortcut combinations by pressing Alt and a respective number from 1 to 9:

Alt + 1 – Save

Alt + 2 – New

Alt + 3 – Redo, etc.

# Combinations generated with Alt

Select a  
Font Size

**Alt & H & FS**  
**Press Press Press**

Insert  
Picture

**Alt & N & H**  
**Press Press Press**

Slide Show  
Beginning

**Alt & S & B**  
**Press Press Press**

Align  
Text

**Alt & H & AL/AC/AR**  
**Press Press Press**

Insert  
Shape

**Alt & N & SH**  
**Press Press Press**

Slide Show  
Current

**Alt & S & C**  
**Press Press Press**

Font  
Color

**Alt & H & FC**  
**Press Press Press**

Insert  
Text Box

**Alt & N & X**  
**Press Press Press**

Insert  
Comment

**Alt & R & C**  
**Press Press Press**

Shape  
Fill

**Alt & H & SF**  
**Press Press Press**

Animations

**Alt & A & S**  
**Press Press Press**

Slide  
Master  
View

**Alt & W & M**  
**Press Press Press**

Shape  
Outline

**Alt & H & SO**  
**Press Press Press**

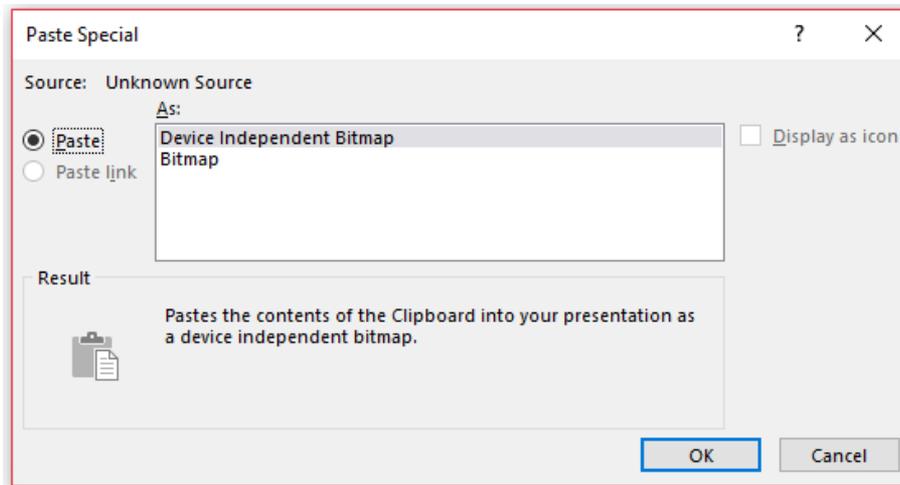
Animation  
Pane

**Alt & A & C**  
**Press Press Press**

Zoom

**Alt & W & Q**  
**Press Press Press**

**Alt + E + S**  
*Paste Special*



Slide Show **F5**  
**Press**

Save as **F12**  
**Press**

Ungroup **Ctrl** & **Shift** & **G**  
**Hold** **Hold** **Press**

Cancel an action **Esc**  
**Press**

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

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

Nudge **Ctrl** & **Arrow**  
**Hold** **Press**

Help **F1**  
**Press**

Repeat last action **F4**  
**Press**

Close PowerPoint **Alt** & **F4**  
**Hold** **Press**