

50 time-saving PowerPoint keyboard shortcuts



Create your presentation

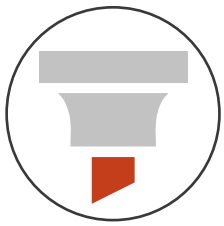
Build your presentation



Create a new presentation	Ctrl + N
Select a theme	Alt + G , H
Select a slide layout	Alt + H , L
Insert a new slide	Ctrl + M
Duplicate the active slide	Shift + Ctrl + D

Copy selected text, object, or slide	Ctrl + C
Paste text	Ctrl + V
Insert a picture	Alt + N , P
Insert a shape	Alt + H , S , H
Save the presentation	Ctrl + S

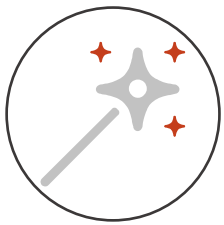
Format your content



Open Design tab	Alt + G
Decrease font size	Ctrl + Shift + ,
Increase font size	Ctrl + Shift + .
Bold text	Ctrl + B
Underline text	Ctrl + U

Italicize text	Ctrl + I
Send object to back	Ctrl + Shift + [
Bring object to front	Ctrl + Shift +]
Undo last action	Ctrl + Z
Insert hyperlink	Ctrl + K

Add touches



Open Transitions tab	Alt + K
Open Animations tab	Alt + A
Open Review tab	Alt + R

Check spelling	F7
Save the presentation	Ctrl + S

Deliver your presentation

Rehearse and record



Start the slideshow	F5
Show the Presenter view	Alt + F5
Play or pause media	Ctrl + Space

Set new timings while rehearsing	T
Re-record slide narration and timing	R

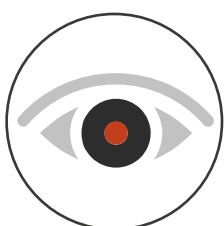
Control the presentation



Increase sound volume	Alt + ↑
Decrease sound volume	Alt + ↓
Mute sound	Alt + U
Scroll down one screen in Notes pane	Ctrl + PgDn
Scroll up one screen in Notes pane	Ctrl + PgUp

Scroll down one line in Notes pane	Ctrl + ↓
Scroll up one line in Notes pane	Ctrl + ↑
Go to next animation or slide	N or Spacebar
Go to previous animation or slide	P or Backspace
Go to a specific slide	Slide# + Enter

Focus audience attention



Start the laser pointer	Ctrl + L
Change pointer to an arrow	Ctrl + A
Change pointer to a pen	Ctrl + P
Change pointer to an eraser	Ctrl + E
Show or hide ink markup	Ctrl + M

Go to next hotspot on slide	Tab
Follow selected hyperlink on slide	Enter
Display a black screen	B
Display a white screen	W
End the slideshow	Esc