

# PowerPoint Shortcut Keys

Except where noted, these shortcuts work in all versions of PowerPoint from version 97 to 2003.

Whilst most of these shortcuts work in 2007, there are a few which don't.

General Office Shortcuts		Select Data with the Mouse	
F1	Help	Word	Double click word or reference
Ctrl+F1	Show/Hide Task Pane (2003)	Text Box	Click in the box, or if already selected, click the border.
Ctrl+F6	Cycle through open windows in the current application	Single graphic	Click graphic
F7	Spelling and Grammar check	Multiple graphics	Click first item and shift click each other item, or lasso with the mouse.
F10	Activate menu bar	<b>Moving around the thumbnail view</b>	
F12	Save As	↓	One slide down
Ctrl+S	Save	↑	One slide up
Ctrl+P	Open Print Dialog Box	PgDn	One slide down
Ctrl+X	Cut	PgUp	One slide up
Ctrl+C	Copy	Home	Go to first slide
Ctrl+V	Paste	End	Go to last slide
Ctrl+O	Open	<b>Running your Slide Show</b>	
Ctrl+W	Close	F5	Run the show from 1st slide
Ctrl+Z	Undo	Shift+F5	Run the show from current slide
Ctrl+Y	Redo	N	Next Slide or animation
Ctrl+B	Bold	P	Previous Slide or animation
Ctrl+I	Italic	PgDn	Next Slide or animation
Ctrl+N	New	PgUp	Previous Slide or animation
Ctrl+U	Underline	→	Next Slide or animation
Ctrl+F	Find	←	Previous Slide or animation
Ctrl+H	Replace	↓	Next Slide or animation
<b>Formatting</b>		↑	Previous Slide or animation
Ctrl+L	Left align text	B	Black Screen
Ctrl+R	Right align text	W	White Screen
Ctrl+E	Centre align text	Esc	End Presentation
Ctrl+J	Justify text	<b>Miscellaneous</b>	
Ctrl+T	Open Format Font dialog	Ctrl+G	Open Grid & Guides dialog
Ctrl++	Format as Superscript	Ctrl+Shift+ Tab	Switch between Outline and Slides pane
Ctrl+=	Format as Subscript		
Ctrl+>	Increase Font Size		
Ctrl+<	Decrease Font Size		
Ctrl+J	Justify text		