Meteor IT Training - PowerPoint keyboard shortcuts

In all cases, keys should be pressed together when shown with a + symbol, so Ctrl + B implies you should press and <u>hold</u> the Ctrl key, press B then let go. Unless stated, keys are the same for PowerPoint 2000 and 2003. Many also work in the same or similar ways in other applications.

Managing PowerPoint files and general keys

Ctrl + O	Display the File > Open dialogue box to open a file
Ctrl + N	Create a blank new slideshow without displaying the File > New dialogue to choose a template
Ctrl + M	Create a new slide (prompts for slide layout)
Ctrl + Shift + M	Creates a new slide like the previous one
Ctrl + S	Save the current open slideshow (if you have not yet saved it this will open the Save As dialogue first)
Ctrl + P	Print the slideshow (using print dialogue for settings)
Ctrl + W	Close the current workbook
Ctrl + Z	Undo the last action (also Alt + Backspace)
Ctrl + Y	Re-do (repeat) an action, or put back an undone action
Alt + Tab	Switch between open applications, including multiple open or running slideshows (hold Alt and press Tab until the correct application is chosen, then release Alt)
F1	Help!

Presenting a slideshow

F5	2000 / 2003: Start slideshow (in PowerPoint 2003 you can also use Shift + F5 to start from the current slide)
Esc	Stop slideshow and quit back to PowerPoint
Home / End	First / last slide in show
H	Advance to next slide if it is a hidden slide
B / W	Cut to black / white screen. Any key goes back to the show.

Forward one step	**Back one step**
Enter or Spacebar	Backspace
Left mouse click	**NOT** right click (gives a menu)
➜⭣	⭠⭡
Page down	Page up
N (for next)	P (for previous)

General editing

Ctrl + A	Selects all objects on a slide in slide view, or all slides in slide editor view.
F7	Start spell checker
Ctrl + X / C / V	Cut (X) the current selection, Copy it (C) or Paste it (V) (notice that X and C make good sense, and V is the next key along the bottom row of the keyboard)
Ctrl + D	Duplicate the currently selected object(s).
Ctrl + F / H	Open the Find or Replace dialogue box (these are the same as in Word and Excel, only Ctrl + G is missing)
Ctrl + G	2000: Show or hide guides. 2003: Open the Grid and Guides dialogue box to turn on or off snap to grid and alter size of grid
Tab	Select every object on the slide in turn. This is ideal for small objects or ones which are covered by larger items.
Shift + Tab	Same as above, but reverses direction
←→↑↓	Moves the active object one grid cell in that direction.
Ctrl + ←→↑↓	Moves the active object only one pixel in that direction.
Page Up / Down	Moves up or down a slide in the slideshow.

Entering and formatting text

Ctrl + L / R / J / E	Change alignment of text within box to be right, left, justified or equal (centred)
Ctrl + B / I / U	Format text as **bold**, *italic* or <u>underline</u>. If you have one or more text boxes selected these affect all text in them.
Shift + F3	Toggles round: all lower case, Initial Caps and ALL CAPS
F2	Edit the text content of a text box
Esc	If text in a text box is selected, selects the box instead (easier than trying to click the border). Otherwise deselects the current object.
Ctrl + T	Text formatting dialogue box to change font, size etc.

Modified mouse clicks

In general, holding Ctrl while dragging an object will create a copy – be it a slide in the slide sorter, a text box, a line, box or another shape or even a drawing guide in slide view. Right-click dragging will prompt to move or copy, or cancel.

To select multiple objects on a slide, either draw a box round them with the mouse, or use Shift and click each one in turn. In slide sorter, Ctrl + left click selects multiple separate cells, Shift + left click selects all cells including the two clicked on.