

Microsoft Power Point Shortcuts

Action	Shortcut
Create new presentation	Ctrl + N
Add a new slide	Ctrl + M
Bold selected text	Ctrl + B
Open Font dialog box	Ctrl + T
Cut selected item	Ctrl + X
Copy selected item	Ctrl + C
Paste	Ctrl + V
Insert hyperlink	Ctrl + K
Insert new comment	Ctrl + Alt + M
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Go to next slide	Page Down
Go to previous slide	Page Up
Start slide show from beginning	F5
Start slide show from current slide	Shift + F5
End slide show	Esc
Print presentation	Ctrl + P
Save presentation	Ctrl + S

Close PowerPoint	Ctrl + Q
Text Formatting and Editing	
Action	Shortcut
Open Font dialog	Ctrl + T or Ctrl + Shift + F
Increase font size	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Subscript	Ctrl + =
Superscript	Ctrl + Shift + +
Change case (sentence/lower/upper)	Shift + F3
Align left	Ctrl + L
Center	Ctrl + E
Align right	Ctrl + R
Justify	Ctrl + J
Remove manual formatting	Ctrl + Spacebar
Slide Show / Presentation Mode	
Action	Shortcut
Start from beginning	F5
Start from current slide	Shift + F5

Start in Presenter View	Alt + F5
Next animation/slide	N, Enter, Spacebar, Right/Down arrow, Page Down
Previous animation/slide	P, Backspace, Left/Up arrow, Page Up
Go to specific slide	Type slide number + Enter
Black screen (toggle)	B or Period (.)
White screen (toggle)	W or Comma (,)
Hide pointer/navigation	Ctrl + H
Show All Slides dialog	Ctrl + S
End presentation	Esc
Display shortcuts help	F1