



IMPORTANT NOTE: For the *non-built-in* PPT shortcuts to work correctly, you MUST follow these instructions.

The Fundamentals

Open File	Ctrl + O
New File	Ctrl + N
Toggle Ribbon	Ctrl + F1
Switch Pane	F6
Print	Ctrl + P
Save File	Ctrl + S
Close File	Ctrl + F4
Close PPT	Alt + F4
Enter Edit Mode (for Shapes and Text Boxes)	F2
Exit Menu, Shape Selection, or Edit Mode	Esc
Delete Slide or Object	Del
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Repeat Last Action	F4
Select All	Ctrl + A
Switch Windows	Alt + Tab
Options Menu	Alt, T, O

Formatting Objects

(RMB = Right Mouse Button)

Fill Color	Alt, 3
Shape Outline	Alt, 4
Copy Format	Ctrl + Shift + C
Paste Format	Ctrl + Shift + V
Format Painter	Alt, H, FP
Set Default Shape	RMB, D
Increase/Decrease Object Size	Shift + Arrows
Rotate Shape	Alt + Arrows
Format – Ribbon	Alt, JD
Format – Popup	Alt, 5

Slide Insertion & Navigation

Insert New Slide	Ctrl + M
Insert Slide and Select Layout	Alt, H, I
Duplicate Slide	Ctrl + Shift + D
Prev./Next Slide	PgUp / PgDn
Move to 1 st Slide	Home
Move to End	End
Slide Sorter	Alt, W, I
Normal View	Alt, W, L
Slide Show View	F5
Slide Show from Current Slide	Shift + F5
Jump to Slide Number	Number + Enter (In Slide Show)
Reading View	Alt, W, D
Slide Design	Alt, G

Grouping, Alignment, Distribution, and Ordering

Align Left	Alt, 1, L
Align Right	Alt, 1, R
Align Center	Alt, 1, C
Align Top	Alt, 1, T
Align Middle	Alt, 1, M
Align Bottom	Alt, 1, B
Align to Slide	Alt, 1, A
Align Selected Objects	Alt, 1, O
Distribute Vertically	Alt, 1, V
Distribute Horizontally	Alt, 1, H
Group Shapes	Ctrl + G
Ungroup Shapes	Ctrl + Shift + G
Bring Forward	Alt, 6, F
Send Backward	Alt, 6, B
Bring to Front	Alt, 6, R
Send to Back	Alt, 6, K

Inserting and Moving Objects

Select Multiple Objects or Slides	Shift + Left Click
Move Object & Keep Axis Constant	Shift + Drag Shape
Move Object in Small Steps	Ctrl + Arrows
Duplicate Object & Keep Axis Constant	Shift + Ctrl + Drag Shape
Resize Object w/ Same H/W Ratio	Shift + Drag Diagonal
Next Object	Tab
Previous Object	Shift + Tab
Draw Rectangle	Alt, 8
Draw Text Box	Alt, 9
Draw Shape	Alt, 09
Draw Line	Alt, 08
Draw Shape and Keep H/W Ratio Constant	Shift + Draw Shape
Draw Straight Line	Shift + Draw Line
Delete Object	Del
Duplicate Object	Ctrl + D

The Slide Master and Sections

Slide Master	Alt, W, M
Close Master	Alt, M, C
Insert New Slide Layout	Alt, M, I
Rename Slide Layout	Alt, M, R
Normal / Title Placeholder on Slide Layout	Alt, M, A / E
Select Slide Layout	Alt, H, L
Reset Slide Layout	Alt, H, Q
Section Menu	Alt, H, T



Grids & Guides

Zoom In / Out	Ctrl + Scroll Wheel
Display Ruler	Alt, W, R
Display Grid	Alt, W, G
Display Guides	Alt, W, S
Grids & Guides Menu	Alt, W, X
New Guide	Ctrl + Drag Mouse on Guide
Delete Guide	Drag Off Slide
Move Guide in	Alt + Drag
Small Steps	Mouse on Guide

Navigating within Text

Skip Over Word	Ctrl + Arrows
Jump to Beg.	Ctrl + Home
Jump to End	Ctrl + End
Highlight	Shift + Ctrl + Arrows
Line(s)	

Pasting Objects into PowerPoint

Paste Special	Alt, E, S or Ctrl + Alt + V
Paste Options	Alt, H, V
Paste and Use Pres. Theme	Alt, H, V, H
Paste and Keep Orig. Formatting	Alt, H, V, K
Paste Plain Text	Alt, H, V, T
Format Picture	Alt, JP

Finishing Touches

Spell Check	F7
Find / Replace	Ctrl + F / H
Replace Fonts	Alt, H, R, O
Header / Footer	Alt, N, H
Review Menu	Alt, R
Inspect File	Alt, F, I, I

Formatting Text

Font Color	Alt, 2
Font Face	Alt, H, FF
Format – Popup	Alt, 5
Font Size	Alt, 7
Font Styles	Alt, H, FN
Bold / Italics / Underline	Ctrl + B / I / U
Decrease Size	Ctrl + Shift + <
Increase Size	Ctrl + Shift + >
Bullet Styles	Alt, H, U
Line Spacing	Alt, H, K
Indents, Spacing & Tabs	Alt, H, PG
New Tab Stop	Click Ruler in Edit Mode
Tab Styles	Alt, H, PG, T
Left / Center / Right Align	Ctrl + L / E / R
Change Case	Alt, H, 7

Inserting & Formatting Tables

(RMB = Right Mouse Button)	
Insert Table	Alt, N, T
Design Tab	Alt, JT
Layout Tab	Alt, JL
Next Cell / Add Row at End	Tab
Prev. Table Cell	Shift + Tab
Insert Row	Alt, JL, V / E
Insert Column	Alt, JL, L / I
Delete Rows / Columns	Alt, JL, D, R / C
Merge Cells	Alt, JL, M
Split Cells	Alt, JL, P
Table Borders	Alt, JT, B
Distribute Rows	Alt, JL, UR
Distribute Columns	Alt, JL, UC

Navigating within Text

Skip Over Word	Ctrl + Arrows
Jump to Beg.	Ctrl + Home
Jump to End	Ctrl + End
Highlight	Shift + Ctrl + Arrows
Line(s) of Text	

Useful Excel Shortcuts for PowerPoint Paste-Ins

(RMB = Right Mouse Button)	
Format Cells	Ctrl + 1
Format Menu	Alt, H
Gridlines	Alt, W, VG
Insert Menu	Alt, N
Group/Ungroup	Alt, A, G, G /
Rows / Columns	Alt, A, U, U
Font Color	Alt, H, FC
Fill Color	Alt, H, H
Border Options	Alt, H, B
Auto-Fit	Alt, O, C, A
Column	

Shortcuts for Charts and Graphs

Format Tab (2013/2016+)	Alt, JA
Design Tab (2013/2016+)	Alt, JC
Add Chart Element (2013/2016+)	Alt, JC, A
Format Tab (2007/2010)	Alt, JO
Layout Tab (2007/2010)	Alt, JA

Creating Non-Standard Shapes

(RMB = Right Mouse Button)	
Merge Shapes	Alt, 07
Insert SmartArt	Alt, N, M
Conv. to Smart Art	Alt, H, M
Conv. to Text	RMB, C
Conv. to Shapes	RMB, V
Change SmartArt Layout	RMB, A