

POWERPOINT SHORTCUTKEYS

Relate new presentation.	Ctrl+n
Add a new slide.	Ctrl+m
Apply bold formatting to the selected text.	Ctrl+b
Open the font dialog box.	Ctrl+t
Cut selected text, object, or slide.	Ctrl+x
Copy selected text, object, or slide.	Ctrl+c
Paste cut or copied text, object, or slide.	Ctrl+v
Insert a hyperlink.	Ctrl+k
Insert a new comment.	Ctrl+alt+m
Undo the last action.	Ctrl+z
Redo the last action.	Ctrl+y
Go to the next slide.	Page down
Go to the previous slide.	Page up
Start the slide show.	F5
End the slide show.	Esc
Print a presentation.	Ctrl+p
Save the presentation.	Ctrl+s
Close PowerPoint.	Ctrl+q

Work with presentations and slides

Insert a new slide.	Ctrl+m
Go to the next slide.	Page down
Go to the previous slide.	Page up
Zoom out.	Ctrl+minus sign (-)
Zoom in.	Ctrl+plus sign (+)
Zoom to fit.	Ctrl+alt+o
Make a copy of the selected slide.	Ctrl+shift+d
Open a presentation.	Ctrl+o
Close a presentation.	Ctrl+d
Save a presentation with a different name, location, or file format.	Ctrl+shift+s
Cancel a command, such as save as .	Esc
Open a recent file.	Ctrl+o

Work with objects and text

Cut selected object or text.	Ctrl+x
Copy selected object or text.	Ctrl+c
Paste cut or copied object or text.	Ctrl+v
Copy the formatting of the selected object or text.	Ctrl+shift+c
Paste copied formatting to the selected object or text	Ctrl+shift+v