

# 50 time-saving PowerPoint keyboard shortcuts



## Create your presentation

### Build your presentation



Create a new presentation	<b>Ctrl</b> + <b>N</b>
Select a theme	<b>Alt</b> + <b>G</b> , <b>H</b>
Select a slide layout	<b>Alt</b> + <b>H</b> , <b>L</b>
Insert a new slide	<b>Ctrl</b> + <b>M</b>
Duplicate the active slide	<b>Shift</b> + <b>Ctrl</b> + <b>D</b>

Copy selected text, object, or slide	<b>Ctrl</b> + <b>C</b>
Paste text	<b>Ctrl</b> + <b>V</b>
Insert a picture	<b>Alt</b> + <b>N</b> , <b>P</b>
Insert a shape	<b>Alt</b> + <b>H</b> , <b>S</b> , <b>H</b>
Save the presentation	<b>Ctrl</b> + <b>S</b>

### Format your content



Open Design tab	<b>Alt</b> + <b>G</b>
Decrease font size	<b>Ctrl</b> + <b>Shift</b> + <b>,</b>
Increase font size	<b>Ctrl</b> + <b>Shift</b> + <b>.</b>
Bold text	<b>Ctrl</b> + <b>B</b>
Underline text	<b>Ctrl</b> + <b>U</b>

Italicize text	<b>Ctrl</b> + <b>I</b>
Send object to back	<b>Ctrl</b> + <b>Shift</b> + <b>[</b>
Bring object to front	<b>Ctrl</b> + <b>Shift</b> + <b>]</b>
Undo last action	<b>Ctrl</b> + <b>Z</b>
Insert hyperlink	<b>Ctrl</b> + <b>K</b>

### Add touches



Open Transitions tab	<b>Alt</b> + <b>K</b>
Open Animations tab	<b>Alt</b> + <b>A</b>
Open Review tab	<b>Alt</b> + <b>R</b>

Check spelling	<b>F7</b>
Save the presentation	<b>Ctrl</b> + <b>S</b>

## Deliver your presentation

### Rehearse and record



Start the slideshow	<b>F5</b>
Show the Presenter view	<b>Alt</b> + <b>F5</b>
Play or pause media	<b>Ctrl</b> + <b>Space</b>

Set new timings while rehearsing	<b>T</b>
Re-record slide narration and timing	<b>R</b>

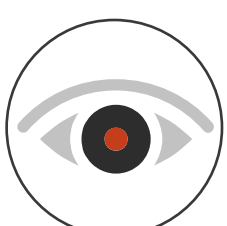
### Control the presentation



Increase sound volume	<b>Alt</b> + <b>↑</b>
Decrease sound volume	<b>Alt</b> + <b>↓</b>
Mute sound	<b>Alt</b> + <b>U</b>
Scroll down one screen in Notes pane	<b>Ctrl</b> + <b>PgDn</b>
Scroll up one screen in Notes pane	<b>Ctrl</b> + <b>PgUp</b>

Scroll down one line in Notes pane	<b>Ctrl</b> + <b>↓</b>
Scroll up one line in Notes pane	<b>Ctrl</b> + <b>↑</b>
Go to next animation or slide	<b>N</b> or <b>Spacebar</b>
Go to previous animation or slide	<b>P</b> or <b>Backspace</b>
Go to a specific slide	<b>Slide#</b> + <b>Enter</b>

### Focus audience attention



Start the laser pointer	<b>Ctrl</b> + <b>L</b>
Change pointer to an arrow	<b>Ctrl</b> + <b>A</b>
Change pointer to a pen	<b>Ctrl</b> + <b>P</b>
Change pointer to an eraser	<b>Ctrl</b> + <b>E</b>
Show or hide ink markup	<b>Ctrl</b> + <b>M</b>

Go to next hotspot on slide	<b>Tab</b>
Follow selected hyperlink on slide	<b>Enter</b>
Display a black screen	<b>B</b>
Display a white screen	<b>W</b>
End the slideshow	<b>Esc</b>