



PowerPoint Cheat Sheet

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Slideshow

Start presentation from first slide

F5

Next slide or next animation

Mouse click or

space

Jump to a particular slide

Type the slide number and press Enter

Jump to first slide

Home

Jump to last slide

End

Change pointer to a pen to draw on current slide

Ctrl P

Show or hide ink markup

Ctrl M

Change pointer to eraser

Ctrl E

Change pointer to an arrow

Ctrl A

Erase all on-screen annotations

E

Slideshow

Previous slide

Backspace

Go to the next slide, if the next slide is hidden.

H

Set new timings while rehearsing

T

Use original timings while rehearsing

O

Use mouse-click to advance while rehearsing

M

Re-record slide narration and timing

R

Stop or restart slideshow

S

Jump to next link on slide

Tab

Black out screen/ resume slide show

B

Stop media playback

Ctrl Q

Mute

Alt U

Editing slides

Font options

Ctrl T

Increase font size

Ctrl Shift >

Switch between outline and slide view

Ctrl Shift Tab

Duplicate slide

Ctrl D

Change case

Shift F3

Promote / demote a paragraph in an outline

Alt Shift ← or →

Move selected outline paragraphs up / down

Alt Shift ↑ or ↓

Spellcheck

F7

Editing slides

Insert slide

Ctrl M

Select next object on slide

Shift Tab

Move object pixel by pixel

Ctrl ↑ ↓ ← →

Group / Ungroup selected items

Ctrl Shift G OR H

Selects all text from the cursor to the start of the active text box

Ctrl Shift Home

Selects all text from the cursor to the end of the active text box

Ctrl Shift End

Show or hide grid

Shift F9

Universal

Select All

Ctrl A

Copy → Paste

Cut → Paste

Ctrl C X V

Undo

Ctrl Z

Redo

Ctrl Y

Print (not during slideshow)

Ctrl P

Save

Ctrl S

Switch between open windows

Alt Tab

Help

F1

Find

Ctrl F

Fold along the dotted lines and glue here.

*Please note that some shortcuts may be specific to certain versions of Outlook. Get more cheat sheets at www.nhlondon.com