

PowerPoint Shortcuts



Shortcut No.	Shortcut Keys	Shortcut Description
1	Ctrl + N	Create a new document
2	Ctrl + O	Open an existing document
3	Ctrl + S	Save the document
4	Ctrl + P	Print the document
5	Ctrl + Z	Undo last action
6	Ctrl + Y	Redo last action
7	Ctrl + X	Cut
8	Ctrl + C	Copy
9	Ctrl + V	Paste
10	Ctrl + D	Duplicate (slide or object)
11	Ctrl + Shift + Up/Down Arrow	Move slide up/down in sequence
12	Alt + N	Open insert tab
13	Alt + W	Open View tab
14	Alt + G	Open Design tab
15	Ctrl + B	Bold text
16	Ctrl + I	Italic text
17	Ctrl + U	Underline text
18	Ctrl + T	Open Font Settings dialog
19	Ctrl + E	Center align
20	Ctrl + L	Left align
21	Ctrl + R	Right align
22	Ctrl + Arrow Keys	Nudge object
23	Shift + Arrow Keys	Increase/Decrease object
24	Ctrl + Shift + C	Copy formatting
25	Ctrl + Shift + V	Paste formatting
26	Alt + Shift + Right Arrow	Increase bullet level
27	Alt + Shift + Left Arrow	Decrease bullet level
28	Alt + H F S	Font size selector
29	Alt + H F C	Font colour selector
30	Ctrl + Alt + M	Insert comment
31	Ctrl + G	Group selected items
32	Ctrl + Shift + G	Ungroup selected items
33	Ctrl + K	Insert a hyperlink
34	Alt + N S H	Insert a shape
35	Alt + H M	Insert a SmartArt
36	Alt + N X	Insert text box
37	F5	Start slide show
38	F7	Check spelling
39	F1	Help menu
40	Ctrl + Alt + V	Open paste special box