

PowerPoint 2007 Shortcuts

Platform: Windows/English

Show PowerPoint Presentation with Shortcuts	
f5	Start the presentation from the beginning.
n, enter, page down, arrow right, arrow down, or spacebar	Perform the next animation or advance to the next slide.
p, page up, arrow left, arrow up, or backspace	Perform the previous animation or return to the previous slide.
number+enter	Go to slide number.
b or .	Display a blank black slide, or return to the presentation from a blank black slide.
w or ,	Display a blank white slide, or return to the presentation from a blank white slide.
s	Stop or restart an automatic presentation.
esc or -	End a presentation.
e	Erase on-screen annotations.
h	Go to the next slide, if the next slide is hidden.
t	Set new timings while rehearsing.
o	Use original timings while rehearsing.
m	Use a mouse click to advance while rehearsing.
1+enter	Return to the first slide.
ctrl+p	Redisplay hidden pointer or change the pointer to a pen.
ctrl+a	Redisplay hidden pointer or change the pointer to an arrow.
ctrl+h	Hide the pointer and navigation button immediately.
ctrl+u	Hide the pointer and navigation button in 15 seconds.
shift+f10	Display the shortcut menu.
tab	Go to the first or next hyperlink on a slide.
shift+tab	Go to the last or previous hyperlink on a slide.
enter while a hyperlink is selected	Perform the "mouse click" behavior of the selected hyperlink.

Work with Text and Objects	
alt+shift+arrow left	Promote a paragraph.
alt+shift+arrow right	Demote a paragraph.
alt+shift+arrow up	Move selected paragraphs up.
alt+shift+arrow down	Move selected paragraphs down.
alt+shift+1	Show heading level 1.
alt+shift++	Expand text below a heading.
alt+shift+-	Collapse text below a heading.
shift+arrow right	Select one character to the right.
shift+arrow left	Select one character to the left.
ctrl+shift+arrow right	Select to the end of a word.
ctrl+shift+arrow left	Select to the beginning of a word.
shift+arrow up	Select one line up.
shift+arrow down	Select one line down.
esc	Select an object (with text selected inside the object).
tab or shift+tab until the object you want is selected	Select an object (with an object selected).
enter	Select text within an object (with an object selected).
ctrl+a (on the Slides tab)	Select all objects.
ctrl+a (in the Slide Sorter view)	Select all slides.

ctrl+a (On the Outline tab)	Select all text.
backspace	Delete one character to the left.
ctrl+backspace	Delete one word to the left.
delete	Delete one character to the right.
ctrl+delete	Delete one word to the right.
ctrl+x	Cut selected object.
ctrl+c	Copy selected object.
ctrl+v	Paste cut or copied object.
ctrl+z	Undo the last action.
ctrl+y	Redo the last action.
ctrl+shift+c	Copy formatting only.
ctrl+shift+v	Paste formatting only.
ctrl+alt+v	Paste special.

Basic Text Navigation and Formatting	
ctrl+shift+f	Change the font.
ctrl+shift+p	Change the font size.
ctrl+shift+;	Increase the font size of the selected text.
ctrl+shift+;	Decrease the font size of the selected text.
arrow left	Move one character to the left.
arrow right	Move one character to the right.
arrow up	Move one line up.
arrow down	Move one line down.
ctrl+arrow left	Move one word to the left.
ctrl+arrow right	Move one word to the right.
end	Move to the end of a line.
home	Move to the beginning of a line.
ctrl+arrow up	Move up one paragraph.
ctrl+arrow down	Move down one paragraph.
ctrl+end	Move to the end of a text box.
ctrl+home	Move to the beginning of a text box.
ctrl+enter	In Microsoft Office PowerPoint, move to the next title or body text placeholder. If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide.
shift+f4	Repeat the last Find action.
ctrl+f	Open the Find dialog box.
ctrl+h	Open the Replace dialog box.
shift+f4	Repeat the last Find action.
tab	Move to the next cell in table.
shift+tab	Move to the preceding cell in table.
arrow down	Move to the next row in table.
arrow up	Move to the preceding row in table.
ctrl+tab	Insert a tab in a cell in table.
enter	Start a new paragraph in table.
tab at the end of the last row	Add a new row at the bottom of the table in table.

Change Fonts and Formatting	
ctrl+shift+f	Open the Font dialog box to change the font.
ctrl+shift+p	Open the Font dialog box to change the font size.
ctrl+shift+;	Increase the font size.
ctrl+shift+;	Decrease the font size.
ctrl+t	Open the Font dialog box to change the formatting of characters.
shift+f3	Change the case of letters between sentence, lowercase, or uppercase.
ctrl+b	Apply bold formatting.

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ctrl+u	Apply an underline.
ctrl+i	Apply italic formatting.
ctrl+=	Apply subscript formatting (automatic spacing).
ctrl+shift++	Apply superscript formatting (automatic spacing).
ctrl+spacebar	Remove manual character formatting, such as subscript and superscript.
ctrl+k	Insert a hyperlink.
ctrl+shift+c	Copy formats.
ctrl+shift+v	Paste formats.
ctrl+e	Center a paragraph.
ctrl+j	Justify a paragraph.
ctrl+L	Left align a paragraph.
ctrl+r	Right align a paragraph.

Manage Open and Save As dialog boxes	
alt+1	Go to the previous folder.
alt+2	Up One Level button: Open the folder up one level above the open folder.
alt+3 or delete	Delete button: Delete the selected folder or file.
alt+4	Create New Folder button: Create a new folder.
alt+5	Views button: Switch among available folder views.
alt+L	Tools button: Show the Tools menu.
shift+f10	Display a shortcut menu for a selected item, such as a folder or file.
tab	Move between options or areas in the dialog box.
f4 or alt+i	Open the Look in list.
f5	Refresh the file list.

PowerPoint Taks Panes	
f6	Move a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once
tab, shift+tab	When a task pane is active, select the next or previous option in the task pane, respectively.
ctrl+arrow down	Display the full set of commands on the task pane menu.
arrow down or arrow up	Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.
spacebar or enter	Open the selected menu, or perform the action assigned to the selected button.
shift+f10	Open a shortcut menu; open a drop-down menu for the selected gallery item.
home, end	When a menu or submenu is visible, select the first or last command, respectively, on the menu or submenu.
page up, page down	Scroll up or down in the selected gallery list, respectively.
home, end	Move to the top or bottom of the selected gallery list, respectively.
ctrl+spacebar, c	Close a task pane.
alt+h, f, o	Open the Clipboard.

Move around in Tables	
tab	Move to the next cell.
shift+tab	Move to the preceding cell.
arrow down	Move to the next row.
arrow up	Move to the preceding row.
ctrl+tab	Insert a tab in a cell.
enter	Start a new paragraph.
tab at the end of the last row	Add a new row at the bottom of the table.

alt, j, d, a, and then pP	Launch the Selection pane.
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Manage Smart Tags	
alt+shift+f10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
arrow down	Select the next item on a smart tag menu.
arrow up	Select the previous item on a smart tag menu.
enter	Perform the action for the selected item on a smart tag menu.
esc	Close the smart tag menu or message.

Microsoft Office basics applicable to PowerPoint 2007	
alt+tab	Switch to the next window.
alt+shift+tab	Switch to the previous window.
ctrl+w or ctrl+f4	Close the active window.
ctrl+f5	Restore the size of the active window after you maximize it.
f6	Move a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once
shift+f6	Move to a pane from another pane in the program window (counterclockwise direction).
ctrl+f6	When more than one window is open, switch to the next window.
ctrl+shift+f6	Switch to the previous window.
ctrl+f7	When a document window is not maximized, perform the Move command (on the Control menu for the window). Use the arrow keys to move the window and when finished, press ESC.
ctrl+f8	When a document window is not maximized, perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window and when finished, press ESC.
ctrl+f9	Minimize a window to an icon (works for only some Microsoft Office programs).
ctrl+f10	Maximize or restore a selected window.
print screen	Copy a picture of the screen to the Clipboard.
alt+print screen	Copy a picture of the selected window to the Clipboard.

Work with Dialog Boxes	
tab	Move to the next option or option group.
shift+tab	Move to the previous option or option group.
ctrl+tab	Switch to the next tab in a dialog box.
ctrl+shift+tab	Switch to the previous tab in a dialog box.
alt+arrow down	Open a selected drop-down list.
First letter of an option in a drop-down list	Open the list if it is closed and move to an option in the list.
arrow keys	Move between options in an open drop-down list, or between options in a group of options.
esc	Close a selected drop-down list; cancel a command and close a dialog box.
spacebar	Perform the action assigned to the selected button; select or clear the selected check box.
alt+ the letter underlined in an option	Select an option; select or clear a check box.
enter	Perform the action assigned to a default button in a dialog box.
home	Move to the beginning of the entry.
end	Move to the end of the entry.
arrow left, arrow right	Move one character to the left or right, respectively.

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ctrl+arrow left	Move one word to the left.
ctrl+arrow right	Move one word to the right.
shift+arrow left	Select or cancel selection one character to the left.
shift+arrow right	Select or cancel selection one character to the right.
ctrl+shift+arrow left	Select or cancel selection one word to the left.
ctrl+shift+arrow right	Select or cancel selection one word to the right.
shift+home	Select from the cursor to the beginning of the entry.
shift+end	Select from the cursor to the end of the entry.

Work with the Selection pane.	
f6	Cycle the focus through the different panes.
shift+f10	Display the context menu.
arrow up or arrow down	Move the focus to a single item or group.
arrow left	Move the focus from an item in a group to its parent group.
arrow right	Move the focus from a group to the first item in that group.
* (on numeric keypad only)	Expand a focused group and all its child groups.
+ (on numeric keypad only)	Expand a focused group.
- (on numeric keypad only)	Collapse a focused group.
shift+arrow up or shift+arrow down	Move the focus to an item and select it.
spacebar or enter	Select a focused item.
shift+spacebar or shift+enter	Cancel selection of a focused item.
ctrl+shift+f	Move a selected item forward.
ctrl+shift+b	Move a selected item backward.
ctrl+shift+s	Show or hide a focused item.
f2	Rename a focused item.
tab or shift+tab	Switch the keyboard focus within the Selection pane between tree view and the Show All and Hide All buttons.
alt+shift+1	Collapse all groups.
alt+shift+9	Expand all groups.