

Common keyboard shortcuts are used in PowerPoint

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Here are the commonly used keyboard shortcuts in PowerPoint.



Keyboard shortcuts when editing in PowerPoint

Ctrl + A : Select all slides or select all contents in the Slide depending on the current cursor position.

Ctrl + M : Add a new Slide.

Ctrl + B : Bold selected text.

Ctrl + I : Italicizes selected text.

Ctrl + U : Underline the selected text.

Ctrl + " + ": subscript (chemistry).

Ctrl + Shift + " + ": superscript (exponent).

Ctrl + T : Open the Font format dialog box.

Ctrl + F : Open the search dialog (Find).

Ctrl + H : Open the replacement dialog box (Replace).

Ctrl + K : Insert link (Hyperlink).

Ctrl + C : Copy selected text.

Ctrl + V : Paste the selected text.

Ctrl + Z : Restore previous action (Undo).

Ctrl + Shift + > : Increase the font size.

Ctrl + Shift + < : Decrease font size.

F4 or **Ctrl + Y** : Repeat the previous operation.

F7 : Check for spelling errors.

Ctrl + Backspace : Delete one word in front.

Ctrl + Delete : Delete a word at the back.

Keyboard shortcuts when presenting in PowerPoint

F5 : Start a slideshow from the first Slide.

Shift + F5 : Start a slideshow from the currently selected Slide.

ESC (or - key): Exit the slideshow to the editing interface.

N (arrow right or down): Move to the next Slide while playing.

P (arrow left or up): Move to the previous Slide during a slideshow.

Other keyboard shortcuts when working in PowerPoint

Ctrl + N : Open a new PowerPoint window.

Ctrl + D : Copy the selected Slide right below that Slide (duplicate the current Slide).

Ctrl + S : Save the Slide (Save).

Ctrl + P : Print Slide (Print).

Page up / down : Move between slides.

Shift + F9 : Turn on / off gridlines in Slide.

So you know the keyboard shortcuts are used in PowerPoint, many shortcuts are very common so you can easily remember to use. Good luck!

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