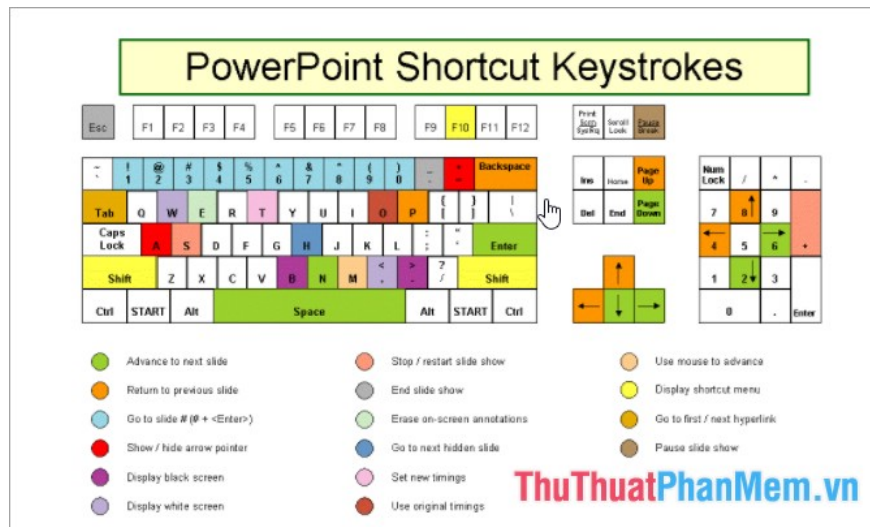


# Shortcuts in Powerpoint need to know

You often have to use Powerpoint, the hotkeys help you save time and effort to create presentations and slideshows. The following article is a comprehensive box of Keyboard shortcuts in Powerpoint that you need to know.

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## 1. Powerpoint shortcut key used in the editor

### Shortcuts Uses

**Ctrl + M:** Add a new slide

**Ctrl + D:** Duplicate the current slide

**Ctrl + '+':** How to write the subscript (chemistry)

**Ctrl + Shift + '+':** How to write the superscript (exponent)

**Ctrl + B:** Bold format

**Ctrl + I:** Format italics

**Ctrl + U:** Underline format

**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 copied content

**Ctrl + Z:** Return to the previous operation (Undo)

**Ctrl + Shift + -:** Decrease font size

**Ctrl + Shift + =:** Increase the font size

**F4 or Ctrl + Y:** Repeat the operation just made

**F7:** Check for spelling errors

**Ctrl + Backspace:** Delete 1 word from the front

**Ctrl + Delete:** Delete 1 word behind

**Ctrl + P:** Change the mouse pointer to a pen, you can add notes with this pen.

**Ctrl + S:** Save the Slide

**Page up / Down:** Move between slides

## **2. Powerpoint shortcut to use when presenting**

**Shortcut:** Use

**F5:** Start a slideshow from the first slide

**Shift + F5:** Start a slideshow from the currently selected page

**ESC (or - key):** Exit the slideshow interface

**N (or arrow right or down):** Move to the next Slide during a slideshow

**P (arrow left or up):** Moves to the previous Slide during a slideshow

**Ctrl + N:** Open a new Powerpoint window

**Shift + F9:** Turn on / off gridlines in slides

**S or +:** Turn on or off the slideshow mode

Above is a detailed guide of shortcuts in Powerpoint useful for you when creating presentations. Good luck!

You finished reading the article "**Shortcuts in Powerpoint need to know**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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