



PowerPoint shortcut cheat sheet (Mac)

Action	Keys
New Presentation	Cmd + N
Open Presentation	Cmd + O
Save	Cmd + S
Save As	Cmd + Shift + S
Print	Cmd + P
Close Presentation	Cmd + W
New Slide	Cmd + M
Delete Slide	Delete
Duplicate Slide	Cmd + Shift + D
Undo	Cmd + Z
Redo	Cmd + Y
Copy	Cmd + C
Cut	Cmd + X
Paste	Cmd + V
Duplicate Object	Cmd + D
Copy Format	Cmd + Shift + C
Paste Format	Cmd + Shift + V
Group	Cmd + G
Ungroup	Cmd + Shift + G
Bring to Front	Cmd + Shift +]
Send to Back	Cmd + Shift + [
Resize Object (small step)	Shift + ⇧
Resize Object (large step)	Cmd + Shift + ⇧

Action	Keys
Bold	Cmd + B
Italic	Cmd + I
Underline	Cmd + U
Center Align	Cmd + E
Align Left	Cmd + L
Align Right	Cmd + R
Increase Font Size	Cmd + Shift + >
Decrease Font Size	Cmd + Shift + <
Start Slideshow	Cmd + Shift + Return
Start from Current Slide	Cmd + Return
Next Slide	N
Previous Slide	P
Black Screen	B
White Screen	W
Pause/Resume	S
End Slideshow	Esc
Laser Pointer	Cmd + L
Pen Tool	Cmd + P
Arrow Pointer	Cmd + A
Hide Pointer	Cmd + I
Erase All Ink	Shift + E
Cycle Panes Forward	F6
Cycle Panes Backward	Shift + F6