



PowerPoint shortcut cheat sheet (Windows)

Action	Keys
New Presentation	Ctrl + N
Open Presentation	Ctrl + O
Save	Ctrl + S
Save As	F12
Print	Ctrl + P
Close Presentation	Ctrl + W
New Slide	Ctrl + M
Delete Slide	Delete
Duplicate Slide	Ctrl + Shift + D
Undo	Ctrl + Z
Redo	Ctrl + Y
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Duplicate Object	Ctrl + D
Copy Format	Ctrl + Shift + C
Paste Format	Ctrl + Shift + V
Group	Ctrl + G
Ungroup	Ctrl + Shift + G
Bring to Front	Ctrl + Shift +]
Send to Back	Ctrl + Shift + [
Resize Object (small step)	Shift + ↑
Resize Object (large step)	Ctrl + Shift + ↑

Action	Keys
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Center Align	Ctrl + E
Align Left	Ctrl + L
Align Right	Ctrl + R
Increase Font Size	Ctrl + Shift + >
Decrease Font Size	Ctrl + Shift + <
Start Slideshow	F5
Start from Current Slide	Shift + F5
Next Slide	N
Previous Slide	P
Black Screen	B
White Screen	W
Pause/Resume	S
End Slideshow	Esc
Laser Pointer	Ctrl + L
Pen Tool	Ctrl + P
Arrow Pointer	Ctrl + A
Hide Pointer	Ctrl + H
Erase All Ink	E
Cycle Panes Forward	F6
Cycle Panes Backward	Shift + F6