**PowerPoint Keyboard Shortcuts**

Frequently used shortcuts

The following table itemizes the most frequently used shortcuts in PowerPoint.

| To do this | Press |
| --- | --- |
| Create new presentation. | Ctrl+N |
| Add a new slide. | Ctrl+M |
| Make selected text bold. | Ctrl+B |
| Change the font size for selected text. | Alt+H, F, S |
| Open the **Zoom** dialog box. | Alt+W, Q |
| Cut selected text, object, or slide. | Ctrl+X |
| Copy selected text, object, or slide. | Ctrl+C |
| Paste cut or copied text, object, or slide. | Ctrl+V |
| Undo the last action. | Ctrl+Z |
| Save the presentation. | Ctrl+S |
| Insert a picture from your device. | Alt+N, P, D |
| Insert a shape. | Alt+N, S, H |
| Select a theme. | Alt+G, H |
| Select a slide layout. | Alt+H, L |
| Go to the next slide. | Page down |
| Go to the previous slide. | Page up |
| Go to the **Home**tab. | Alt+H |
| Go to the **Insert**tab. | Alt+N |
| Start the slide show. | F5 |
| End the slide show. | Esc |
| Close PowerPoint. | Ctrl+Q |

Use the Access keys for ribbon tabs

To go directly to a tab on the ribbon, press one of the following access keys. Additional tabs might appear depending on your selection in the presentation.

| To do this | Press |
| --- | --- |
| Move to the **Tell me** or **Search** field on the ribbon and type a search term for assistance or **Help**content. | Alt+Q, then type the search term. |
| Open the **File** menu. | Alt+F |
| Open the **Home** tab and format slides, fonts, paragraphs, or drawings. | Alt+H |
| Open the **Insert** tab and insert slides, tables, images, illustrations, forms, links, text, symbols, or media. | Alt+N |
| Open the **Draw**tab and access the drawing tools. | Alt+J, I |
| Open the **Design** tab and apply themes and customize slides. | Alt+G |
| Open the **Transitions** tab and add transitions between slides. | Alt+K |
| Open the **Animations** tab and add animations to slides. | Alt+A |
| Open the **Slide Show** tab and set up and play the slide show. | Alt+S |
| Open the **Review** tab and check spelling and accessibility and add comments. | Alt+R |
| Open the **View** tab and preview presentation layouts, show and hide gridlines and guides, set zoom magnification, manage windows, and view macros. | Alt+W |
| Open the **Recording**tab and manage screen recordings, audio, and video in your presentation. | Alt+C |
| Open the **Help** tab and browse the PowerPoint, contact support, and leave feedback. | Alt+Y, 2 |

**Note:**Add-ins and other programs might add new tabs to the ribbon and might provide access keys for those tabs.

Work in the ribbon with the keyboard

| To do this | Press |
| --- | --- |
| Select the active tab on the ribbon, and activate the access keys. | Alt or F10. To move to a different tab, use access keys or the arrow keys. |
| Move the focus to commands on the ribbon. | Tab key or Shift+Tab |
| Move down, up, left, or right, respectively, among the items on the ribbon. | Arrow keys |
| Activate a selected button or control. | Spacebar or Enter |
| Open the list for a selected command. | Down arrow key |
| Open the menu for a selected button. | Alt+Down arrow key |
| When a menu or submenu is open, move to the next command. | Down arrow key |
| Expand or collapse the ribbon. | Ctrl+F1 |
| Open a context menu. | Shift+F10  Or, on a Windows keyboard, the Context key (between the right Alt and right Ctrl keys) |
| Move to the submenu when a main menu is open or selected. | Left arrow key |
| Get help on the currently selected command or control on the ribbon. | F1 |

Move between panes

| To do this | Press |
| --- | --- |
| Cycle clockwise through panes in the **Normal** view. | F6 |
| Cycle counterclockwise through panes in the **Normal** view. | Shift+F6 |
| Switch between the **Thumbnail** pane and the **Outline View** pane. | Ctrl+Shift+Tab |

Work in the Outline view

| To do this | Press |
| --- | --- |
| Promote a paragraph. | Alt+Shift+Left arrow key |
| Demote a paragraph. | Alt+Shift+Right arrow key |
| Move selected paragraphs up. | Alt+Shift+Up arrow key |
| Move selected paragraphs down. | Alt+Shift+Down arrow key |
| Show level 1 headings. | Alt+Shift+1 |
| Expand text below a heading. | Alt+Shift+Plus sign (+) |
| Collapse text below a heading. | Alt+Shift+Minus sign (-) |

Select and edit text and objects

| To do this | Press |
| --- | --- |
| Select one character to the right. | Shift+Right arrow key |
| Select one character to the left. | Shift+Left arrow key |
| Select to the end of a word. | Ctrl+Shift+Right arrow key |
| Select to the beginning of a word. | Ctrl+Shift+Left arrow key |
| Select one line up (with the cursor at the beginning of a line). | Shift+Up arrow key |
| Select one line down (with the cursor at the beginning of a line). | Shift+Down arrow key |
| Select an object when the text inside the object is selected. | Esc |
| Select another object when one object is selected. | Tab key or Shift+Tab until the object you want is selected |
| Send object back one position. | Ctrl+Left bracket ([)  Office 2010 and Office 2007: Not available |
| Send object forward one position. | Ctrl+Right bracket (])  Office 2010 and Office 2007: Not available |
| Send object to back. | Ctrl+Shift+Left bracket ([)  Office 2010 and Office 2007: Not available |
| Send object to front. | Ctrl+Shift+Right bracket (])  Office 2010 and Office 2007: Not available |
| Select text within an object (with an object selected). | Enter |
| Select all objects on a slide. | Ctrl+A |
| Play or pause media. | Ctrl+Spacebar |
| Select all slides in the **Slide Sorter** view or the thumbnail pane. | Ctrl+A |
| Select all text in the **Outline** **View**. | Ctrl+A |

**Tip:**To select multiple objects with the keyboard, use the **Selection Pane**.

Delete and copy text and objects

| To do this | Press |
| --- | --- |
| Delete one character to the left. | Backspace |
| Delete one word to the left. | Ctrl+Backspace |
| Delete one character to the right. | Delete |
| Delete one word to the right (with the cursor between the words). | Ctrl+Delete |
| Cut selected object or text. | Ctrl+X |
| Copy selected object or text. | Ctrl+C |
| Paste cut or copied object or text. | Ctrl+V |
| Duplicate an object. | Ctrl+D  Ctrl+Drag the mouse  Office 2010 and Office 2007: Not available |
| Undo the last action. | Ctrl+Z |
| Redo the last action. | Ctrl+Y |
| Copy formatting only. | Ctrl+Shift+C |
| Paste formatting only. | Ctrl+Shift+V |
| Copy animation painter. | Alt+Shift+C  Office 2010 and Office 2007: Not available |
| Paste animation painter. | Alt+Shift+V  Office 2010 and Office 2007: Not available |
| Open the **Paste Special** dialog box. | Ctrl+Alt+V |

Move around in text

| To do this | Press |
| --- | --- |
| Move one character to the left. | Left arrow key |
| Move one character to the right. | Right arrow key |
| Move one line up. | Up arrow key |
| Move one line down. | Down arrow key |
| Move one word to the left. | Ctrl+Left arrow key |
| Move one word to the right. | Ctrl+Right arrow key |
| Move to the end of a line. | End |
| Move to the beginning of a line. | Home |
| Move up one paragraph. | Ctrl+Up arrow key |
| Move down one paragraph. | Ctrl+Down arrow key |
| Move to the end of a text box. | Ctrl+End |
| Move to the beginning of a text box. | Ctrl+Home |
| Move to the next title or body text placeholder. If it is the last placeholder on a slide, this action inserts a new slide with the same slide layout as the original slide. | Ctrl+Enter |

Find and replace text

| To do this | Press |
| --- | --- |
| Open the **Find** dialog box. | Ctrl+F |
| Open the **Replace** dialog box. | Ctrl+H |
| Repeat the last **Find** action. | Shift+F4 |

Move around and work in tables

| To do this | Press |
| --- | --- |
| Move to the next cell. | Tab key |
| Move to the preceding cell. | Shift+Tab |
| Move to the next row. | Down arrow key |
| Move to the preceding row. | Up arrow key |
| Insert a tab in a cell. | Ctrl+Tab |
| Start a new paragraph. | Enter |
| Add a new row at the bottom of the table with the cursor in the last cell of the last row. | Tab key |

Format text

Before using these keyboard shortcuts, select the text you want to format.

Change or resize a font

| To do this | Press |
| --- | --- |
| Open the **Font** dialog box to change the font. | Ctrl+T or Ctrl+Shift+F |
| Increase the font size. | Ctrl+Shift+Right angle bracket (>) |
| Decrease the font size. | Ctrl+Shift+Left angle bracket (<) |

Apply character formatting

| To do this | Press |
| --- | --- |
| Open the **Font** dialog box to change the character formatting. | Ctrl+T or Ctrl+Shift+F |
| Switch between sentence case, lowercase, or uppercase. | Shift+F3 |
| Apply bold formatting. | Ctrl+B |
| Apply underline formatting. | Ctrl+U |
| Apply italic formatting. | Ctrl+I |
| Apply subscript formatting (automatic spacing). | Ctrl+Equal sign ( = ) |
| Apply superscript formatting (automatic spacing). | Ctrl+Shift+Plus sign (+) |
| Remove manual character formatting, such as subscript and superscript. | Ctrl+Spacebar |
| Insert a hyperlink. | Ctrl+K |

Copy text formatting

| To do this | Press |
| --- | --- |
| Copy the formatting of selected text. | Ctrl+Shift+C |
| Paste copied formatting to the selected text. | Ctrl+Shift+V |

Align paragraphs

| To do this | Press |
| --- | --- |
| Center a paragraph. | Ctrl+E |
| Justify a paragraph. | Ctrl+J |
| Left align a paragraph. | Ctrl+L |
| Right align a paragraph. | Ctrl+R |

Work with shapes, pictures, boxes, objects, and WordArt

| To do this | Press |
| --- | --- |
| Insert a text box. | Alt+N, X |
| Insert an embedded document or spreadsheet as an object. | Alt+N, J |
| Insert WordArt. | Alt+N, W |
| Move the focus to the first floating shape, such as an image or a text box. | Ctrl+Alt+5 |
| Group selected shapes, pictures, or WordArt objects. | Ctrl+G |
| Ungroup selected group. | Ctrl+Shift+G |
| Copy the attributes of the selected shape. | Ctrl+Shift+C |
| Paste the attributes to the selected object. | Ctrl+Shift+V |
| Edit a linked or embedded object. | Shift+F10 (to open the context menu), then O, Enter, E |

Insert comments

| To do this | Press |
| --- | --- |
| Insert a new comment. | Alt+N, L or Shift+F10, M |

Change order of slides or sections in a slide deck

| To do this | Press |
| --- | --- |
| Move the selected slide or section up in order. | Ctrl+Up arrow key |
| Move the selected slide or section down in order. | Ctrl+Down arrow key |
| Move the selected slide or section to the beginning. | Ctrl+Shift+Up arrow key |
| Move the selected slide or section to the end. | Ctrl+Shift+Down arrow key |

Use the Selection pane

| To do this | Press |
| --- | --- |
| Open the **Selection** pane. | Alt+H, S, L, P  Office 2007: Alt+J, D, A, P |
| Cycle the focus through the different panes. | F6 |
| Display the context menu. | Shift+F10 |
| Move the focus to a single item or group. | Up or Down arrow key |
| Move the focus from an item in a group to its parent group. | Left arrow key |
| Move the focus from a group to the first item in that group. | Right arrow key |
| Expand a focused group and all its child groups. | Asterisk sign (\*) (on numeric keypad only) |
| Expand a focused group. | Plus sign (+) (on numeric keypad only) or Right arrow key |
| Collapse a focused group. | Minus sign (-) (on numeric keypad only) or Left arrow key |
| Move the focus to an item and select it. | Shift+Up or Down arrow key |
| Select a focused item. | Spacebar or Enter |
| Cancel selection of a focused item. | Shift+Spacebar or Shift+Enter |
| Move a selected item forward. | Ctrl+Shift+F |
| Move a selected item backward. | Ctrl+Shift+B |
| Show or hide a focused item. | Ctrl+Shift+S |
| Rename a focused item. | F2 |
| Switch the keyboard focus within the **Selection**pane between tree view and the **Show All**and **Hide All** buttons. | Tab key or Shift+Tab |
| Collapse all groups (with the focus in the tree view of the **Selection**pane). | Alt+Shift+1 |
| Expand all groups. | Alt+Shift+9 |

Access and use task panes

| To do this | Press |
| --- | --- |
| Move to a task pane from another pane or area in the program window. (You might need to press F6 more than once.) | F6 |
| When a task pane option has focus, move to the next or previous option in the task pane. | Tab key or Shift+Tab |
| Display the full set of commands on a task pane menu. You can access, for example, the **Close**, **Move**, or **Size** buttons of a task pane. | Ctrl+Spacebar  Office 2010: Ctrl+Down arrow key |
| Move to the next command on the task pane menu. | Up and Down arrow keys |
| Select the highlighted option on the task pane menu. | Enter |
| Move or resize the task pane after the corresponding command has been selected. | Arrow keys |
| Open the **Clipboard**. | Alt+H, F, O |
| Close a task pane. | Ctrl+Spacebar, C |

Other useful shortcut keys

| To do this | Press |
| --- | --- |
| Open the **Print** dialog box. | Ctrl+P |
| Print all slides in your presentation as full page slides using your default printer settings (when the **Print** dialog box is open). | Alt+P, P |
| Show or hide the **Notes** pane in the **Normal** view. | Alt+W, P, N |
| Show or hide the grid. | Shift+F9 |
| Show or hide guides. | Alt+F9 |

**Use keyboard shortcuts to deliver PowerPoint presentations**Frequently used shortcuts

This table lists the most frequently used shortcuts in PowerPoint for Windows.

| To do this | Press |
| --- | --- |
| Start a presentation from the beginning. | F5 |
| Start a presentation from the current slide. | Shift+F5 |
| Start the presentation in **Presenter View**. | Alt+F5  PowerPoint 2010 and 2007: Not available |
| Perform the next animation or advance to the next slide. | N  Enter  Page Down  Right arrow key  Down arrow key  Spacebar |
| Perform the previous animation or return to the previous slide. | P  Page Up  Left arrow key  Up arrow key  Backspace |
| Hide the pointer and navigation buttons. | Ctrl+H |
| Display a blank black slide, or return to the presentation from a blank black slide. | B  Period (.) |
| Display a blank white slide, or return to the presentation from a blank white slide. | W  Comma (,) |
| Stop or restart an automatic presentation. | S |
| End the presentation. | Esc  In PowerPoint 2010 and 2007, Hyphen (-) |

Control the slide show

The following keyboard shortcuts apply while you’re delivering your presentation in **Slide Show** (full-screen) mode, with or without the **Presenter View**.

| To do this | Press |
| --- | --- |
| Go to a specific slide. | Type the slide number, then press Enter |
| Go to the next slide, if the next slide is hidden. | H |
| View the **All Slides** dialog. | Ctrl+S  PowerPoint 2007: Not available |
| Return to the first slide. | Home  In PowerPoint 2010 and newer, press and hold the Right and Left mouse buttons for 2 seconds |
| Go to the last slide. | End |
| View the computer task bar. | Ctrl+T  PowerPoint 2007: Not available |
| Display the context menu. | Shift+F10 |
| Go to the next hotspot on the current slide.  (Hotspots include hyperlinks, animation triggers, audio objects, and video objects.) | Tab |
| Go to the last or previous hyperlink on the current slide. | Shift+Tab |
| Perform the "mouse click" behavior on the selected hyperlink.  (Follow the selected hyperlink.) | Enter while a hyperlink is selected |

Control video and other media in the slide show in PowerPoint 2010 and newer

These keyboard shortcuts work with video files imported from your computer or other device. They don't work with online video files.

| To do this | Press |
| --- | --- |
| Stop media playback. | Alt+Q |
| Play or pause media. | Alt+P  In PowerPoint 2013 and newer, Ctrl+Space |
| Go to the next bookmark. | Alt+End |
| Go to the previous bookmark. | Alt+Home |
| Increase the sound volume. | Alt+Up |
| Decrease the sound volume. | Alt+Down |
| Mute the sound. | Alt+U |
| Seek forward three seconds. | Alt+Shift+Page Down |
| Seek backward three seconds. | Alt+Shift+Page Up |
| Seek forward 0.25 seconds, then pause. | Alt+Shift+Right arrow key  PowerPoint 2010: Not available |
| Seek backward 0.25 seconds, then pause. | Alt+Shift+Left arrow key  PowerPoint 2010: Not available |
| Show or hide the audio and subtitles menu.  (For videos that have multiple audio tracks and/or subtitle tracks in supported formats.) | Alt+J  PowerPoint 2010: Not available |

Use the pointer and annotations during a presentation

The following keyboard shortcuts allow you to control the pointer and use it to create annotations during your presentation.

| To do this | Press |
| --- | --- |
| Start the laser pointer. | Ctrl+L  PowerPoint 2010 and 2007: Not available |
| Change the pointer to a pen. | Ctrl+P |
| Change the pointer to an arrow. | Ctrl+A |
| Change the pointer to an eraser. | Ctrl+E  PowerPoint 2007: Not available |
| Show or hide the arrow pointer. | In PowerPoint 2010, Equal sign (=)  In PowerPoint 2010 and 2007, A |
| Show or hide ink markup. | Ctrl+M  PowerPoint 2007: Not available |
| Erase on-screen annotations. | E |
| Hide the pointer and navigation button after 15 seconds. | Ctrl+U  PowerPoint 2013 and newer: Not available |

Rehearse and record the presentation

You can use these keyboard shortcuts when you are rehearsing your presentation or recording the slide show.

| To do this | Press |
| --- | --- |
| Set new timings while rehearsing. | T |
| Use original timings while rehearsing. | O  PowerPoint 2013 and newer: Not available |
| Use mouse click to advance while rehearsing. | M  PowerPoint 2013 and newer: Not available |
| Re-record slide narration and timing. | R |

Maneuver in Presenter View during a presentation in PowerPoint 2013 and newer

The following keyboard shortcuts apply while you’re delivering your presentation using **Presenter View**. **Presenter View** lets you look at your presentation with your speaker notes on one screen (your laptop, for example), while the audience views the notes-free presentation on a different screen.

When you are connected to a second display, the **Presenter View** is shown automatically when you start the slide show. To start a presentation in **Presenter View** even if you have only a single display, press Alt+F5.

| To do this | Press |
| --- | --- |
| Cycle between **Presenter View** regions.  (Header, tools below the slide, and the **Notes** pane) | F6 |
| Cycle through tools within a **Presenter View** region. | Tab |
| Scroll down one line in the **Notes** pane. | Ctrl+Down arrow key |
| Scroll up one line in the **Notes** pane. | Ctrl+Up arrow key |
| Scroll down one screenful in the **Notes** pane. | Ctrl+Page Down |
| Scroll up one screenful in the **Notes** pane. | Ctrl+Page Up |
| Read the next line in the **Notes** pane. | Alt+A |
| Read the previous line in the **Notes** pane. | Alt+Z |
| Read the elapsed time.  (The timer starts running as soon as you start the **Presenter View**.) | Alt+W |
| Read the next step (for example, the next slide, next animation, or end of slide show). | Alt+Q |
| Close **Presenter View**. | Esc |