

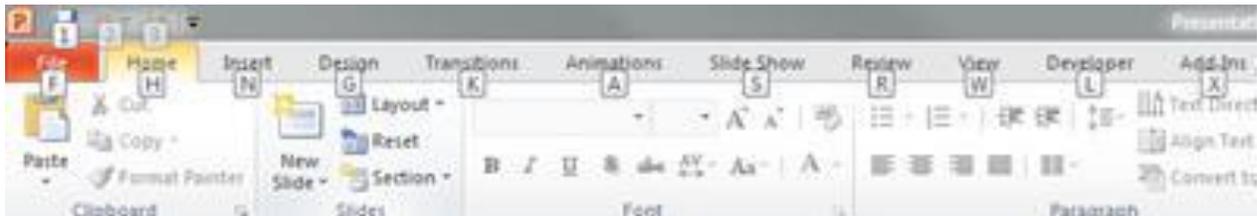
# PowerPoint 2010 keyboard shortcuts

## Quick Reference Card

### Access the ribbon

1. Press ALT.

The KeyTips are displayed over each feature that is available in the current view.



2. Press the letter shown in the KeyTip over the tab that you want to use.
3. Depending on which letter you press, you may be shown additional KeyTips. For example, if the **Home** tab is active and you press N, the **Insert** tab is displayed, along with the KeyTips for the groups on that tab.
4. Continue pressing letters until you press the letter of the command or control that you want to use..  
To cancel the action that you are taking and hide the KeyTips, press ESC.

### Common key combinations

This is only a partial list. For a comprehensive list, see the links at the top of this page.

To do this	Press
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Copy formatting	CTRL+SHIFT+C
Paste formatting	CTRL+SHIFT+V
Paste special	CTRL+ALT+V
Undo	CTRL+Z
Redo	CTRL+Y
Print	CTRL+P
Find	CTRL+F
Save	CTRL+S

## Key combinations for creating files and slides

This is only a partial list. For a comprehensive list, see the links at the top of this page.

To do this	Press
Open	CTRL+O
New presentation	CTRL+N
New slide	CTRL+M
Duplicate a slide	CTRL+D
Close presentation	CTRL+W
Exit PowerPoint	ALT+F4

## Common key combinations for working with text

This is only a partial list. For a comprehensive list, see the links at the top of this page.

To do this	Press
Select one character to the right.	SHIFT+RIGHT ARROW
Select one character to the left.	SHIFT+LEFT ARROW
Select to the end of a word.	CTRL+SHIFT+RIGHT ARROW
Select to the beginning of a word.	CTRL+SHIFT+LEFT ARROW
Select one line up (with the cursor at the beginning of a line).	SHIFT+UP ARROW
Select one line down (with the cursor at the beginning of a line).	SHIFT+DOWN ARROW
Open the <b>Font</b> dialog box to change the font.	CTRL+SHIFT+F
Increase the font size.	CTRL+SHIFT+>
Decrease the font size.	CTRL+SHIFT+<
Bold	CTRL+B
Underline	CTRL+U
Italics	CTRL+I
Change case	SHIFT+F3
Remove manual formatting	CTRL+SPACEBAR
Left alignment	CTRL+L
Right alignment	CTRL+R
Justify	CTRL+J

## Key combinations for starting and stopping a slide show

This is only a partial list. For a comprehensive list, see the links at the top of this page.

<b>To do this</b>	<b>Press</b>
Start a presentation from the beginning.	F5
Perform the next animation or advance to the next slide.	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR
Perform the previous animation or return to the previous slide.	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide <i>number</i> .	<i>number</i> +ENTER
Display a blank black slide, or return to the presentation from a blank black slide.	B or PERIOD
Display a blank white slide, or return to the presentation from a blank white slide.	W or COMMA
Stop or restart an automatic presentation.	S
End a presentation.	ESC or HYPHEN