

# 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   |