

# Microsoft Powerpoint Quick Reference Chart and Keyboard Shortcuts

**Cravenpark Media Inc.**  
**(www.cravenpark.com)**

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## Quick Reference Chart

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### **Menu Commands**

#### File Menu

<File> + <New> ..... Creates a new presentation  
<File> + <Open> ..... Opens an existing file  
<File> + <Close> ..... Closes a file  
<File> + <Save> ..... Saves an existing presentation under the same name  
<File> + <Save As> ..... Saves a new presentation or save in another location  
<File> + <Print> ..... Prints a presentation  
<File> + <Page Setup> ..... Sets the page orientation of a presentation  
<File> + <Exit> ..... Exits from PowerPoint

#### Edit Menu

<Edit> + <Undo> ..... Reverses the last command or action  
<Edit> + <Repeat> ..... Reverses the action of the Undo command  
<Edit> + <Cut> ..... Removes selected objects  
<Edit> + <Copy> ..... Copy a selected object  
<Edit> + <Paste> ..... Paste a selected object  
<Edit> + <Delete Slide> ..... Removes a slide from a presentation  
<Edit> + <Find> ..... Locates text  
<Edit> + <Replace> ..... Replaces text

#### View Menu

<View> + <Normal> ..... Changes screen view to normal view  
<View> + <Slide Sorter> ..... Change the screen view to see thumbnail-sized representations of slides  
<View> + <Slide Show> ..... Plays the slide show  
<View> + <Master> + <Slide Master> ..... Displays the Slide Master  
<View> + <Master> + <Title Master> ..... Displays the Title Master  
<View> + <Master> + <Notes Master> ..... Displays the Notes Master  
<View> + <Master> + <Handout Master> .. Displays the Handout Master  
<View> + <Toolbars> ..... Displays Powerpoint toolbars  
<View> + <Ruler> ..... Displays the Ruler  
<View> + <Header and Footer>..... Activates the Header and Footer dialog box

#### Insert Menu

<Insert> + <New Slide> ..... Creates a new slide  
<Insert> + <Picture> + <From File> ..... Inserts an image  
<Insert> + <Picture> + <ClipArt> ..... Inserts a ClipArt image  
<Insert> + <Picture> + <AutoShapes> ..... Inserts an AutoShape  
<Insert> + <Chart> ..... Inserts a chart  
<Insert> + <Table> ..... Inserts a table

#### Format

<Format> + <Font> ..... Activates the Font dialog box  
<Format> + <Bullets and Numbering> ..... Adds automatic numbering  
<Format> + <Alignment> ..... Aligns text left, right, center, distributed or justified

#### Tools

<Tools> + <Spelling & Grammar> ..... Spell checks a document or section of the presentation

## Slide Show

- <Slide Show> + <Custom Animation> ..... Applies animation to text or placeholders
  - <Slide Show> + <Slide Transition> ..... Applies transitions to slides
  - <Slide Show> + <View Show> ..... Watch the presentation on screen
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## **Keyboard Shortcuts**

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### **File Management**

- <Ctrl> + <O> ..... Open a presentation
- <Ctrl> + <W> ..... Close a presentation
- <Ctrl> + <N> ..... Create a new presentation
- <Ctrl> + <S> ..... Save a presentation
  
- <Ctrl> + <M> ..... Insert a new slide
- <Ctrl> + <D> ..... Make a copy of the selected slide
- <Ctrl> + <P> ..... Print a presentation
- <F5> ..... Run a presentation
  
- <Alt> + F4> ..... Quit PowerPoint
- <Ctrl> + <F> ..... Find text
- <Ctrl> + <H> ..... Replace text
- <F7> ..... Check spelling
  
- <Esc> ..... Cancel a menu or dialog box action
- <Ctrl> + <Z> ..... Undo an action
- <Ctrl> + <Y> ..... Redo or repeat an action

### **Moving Around**

- <Left Arrow> ..... One character to the left
- <Right Arrow> ..... One character to the right
- <Up Arrow> ..... One line up
- <Down Arrow> ..... One line down
  
- <Ctrl> + <Left Arrow> ..... One word to the left
- <Ctrl> + <Right Arrow> ..... One word to the right
- <End> ..... To the end of a line
- <Home> ..... To the beginning of a line
  
- <Ctrl> + <Up Arrow> ..... Up one paragraph
- <Ctrl> + <Down Arrow> ..... Down one paragraph
- <Ctrl> + <End> ..... To the end of a textbox
- <Ctrl> + <Home> ..... To the beginning of a textbox
  
- <Ctrl> + <Enter> ..... To the next placeholder. Insert a new slide if last placeholder on slide.
- <Shift> + <F4> ..... To repeat the last Find action

### **Selecting Text**

- <Shift> + <Right Arrow> ..... Highlights one word to the right
- <Shift> + <Left Arrow> ..... Highlights one word to the left
- <Ctrl> + <Shift> + <Right Arrow> ..... Highlights to the end of a word
- <Ctrl> + <Shift> + <Left Arrow> ..... Highlights to the beginning of a word
  
- <Shift> + <Up Arrow> ..... Highlights one line up
- <Shift> + <Down Arrow> ..... Highlights one line down

## **Tables**

<Tab> .....	Move to the next cell
<Shift> + <Tab>.....	Move to the preceding cell
<Down Arrow>.....	Move to the next row
<Up Arrow> .....	Move to the preceding row
<Ctrl> + <Tab> .....	Insert a tab in a cell
<Enter>.....	Start a new paragraph
At last cell in last row + <Tab> .....	Add a new row

## **Delete and Copy**

<Backspace>.....	Delete one character to the left
<Ctrl> + <Backspace>.....	Delete one word to the left
<Delete> .....	Delete one character to the right
<Ctrl> + <Delete> .....	Delete one word to the right
<Ctrl> + <X>.....	Cut selected object
<Ctrl> + <C> .....	Copy selected object
<Ctrl> + <V> .....	Paste cut or copied object
<Ctrl> + <Z> .....	Undo the last action
<Ctrl> + <Y> .....	Redo the last action

## **Formatting**

<Ctrl> + <L> .....	Left align
<Ctrl> + <R> .....	Right align
<Ctrl> + <E>.....	Center
<Ctrl> + <J> .....	Justify
<Ctrl> + <Shift> + <F> .....	Change the font
<Ctrl> + <Shift> + <P> .....	Change the font size
<Ctrl> + <Shift> + < > > .....	Increase the font size
<Ctrl> + <Shift> + < < > .....	Decrease the font size
<Ctrl> + <T> .....	Activates the Font Dialog Box
<Shift> + <F3> .....	Change the case of letters
<Ctrl> + <B> .....	Bold
<Ctrl> + <U> .....	Underline
<Ctrl> + <I> .....	Italic
<Ctrl> + <+> .....	Subscript
<Ctrl> + <Shift> + <+> .....	Superscript
<Ctrl> + <Spacebar> .....	Remove manual character formatting
<Ctrl> + <Shift> + <C> .....	Copy character formatting
<Ctrl> + <Shift> + <V> .....	Paste character formatting

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