



Another valuable resource from:

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Turn Over for More Great Shortcuts

# Microsoft PowerPoint 2003 Keyboard Shortcuts

Helpful Shortcut Keys	
To Do	Press
Save a presentation	CTRL+S
Print a presentation	CTRL+P
Open a presentation	CTRL+O
Create a new presentation	CTRL+N
New slide	CTRL+M
Duplicate	CTRL+D
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo (last action)	CTRL+Z
Redo (last action)	CTRL+Y or F4
Select all	CTRL+A
Close active presentation	CTRL+W or CTRL+F4
Close PowerPoint	CTRL+Q or ALT+F4
Moving In a Presentation	
To Move	Press
First slide	CTRL+HOME
Last slide	CTRL+END
Next slide (depending on Zoom)	PAGE DOWN
Previous slide (depending on Zoom)	PAGE UP
Move from pane to pane	F6
Moving Around In Text	
To Move	Press
One character to the left	←
One character to the right	→
One line up	↑
One line down	↓
One word to the left	CTRL+←
One word to the right	CTRL+→
To the end of a line	END
To the beginning of a line	HOME
Up one paragraph	CTRL+↑
Down one paragraph	CTRL+↓
To the end of a text box	CTRL+END
To the beginning of a text box	CTRL+HOME
To the next title or body text placeholder	CTRL+ENTER
Find	CTRL+F or F4
To repeat the last Find action	SHIFT+F4
Formatting In a Presentation	
To Format	Press
Align left	CTRL+L
Align right	CTRL+R
Center	CTRL+E
Bold text	CTRL+B
Insert hyperlink	CTRL+K

Selecting Text and Objects	
To Select	Press
One character to the right	SHIFT+→
One character to the left	SHIFT+←
To the end of a word	CTRL+SHIFT+→
To the beginning of a word	CTRL+SHIFT+←
One line up	SHIFT+↑
One line down	SHIFT+↓
An object	TAB or SHIFT+TAB until the object you want is selected
All objects (slide view)	CTRL+A
All slides (slide sorter view)	CTRL+A
All text (outline view)	CTRL+A
Show/Hide grid lines	SHIFT+F9
Show/Hide guide lines	ALT+F9
Deleting and Copying Text and Objects	
To	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	CTRL+DELETE
Cut selected object	CTRL+X
Copy selected object	CTRL+C
Paste cut or copied object	CTRL+V
Undo the last action	CTRL+Z
Working In an Outline	
To	Press
Switch between Outline and Slides pane in Normal View	CTRL+SHIFT+TAB
Promote a paragraph	SHIFT+TAB
Demote a paragraph	TAB
Move selected paragraphs up	ALT+SHIFT+↑
Move selected paragraphs down	ALT+SHIFT+↓
Show heading level 1	ALT+SHIFT+1
Expand text below a heading	ALT+SHIFT+PLUS
Collapse text below a heading	ALT+SHIFT+MINUS
Show all text or headings	ALT+SHIFT+A
Turn character formatting on or off	SLASH (/) on the numeric keypad
<b>TIP:</b> You can use these same keys in the slide view to promote and demote paragraphs and to move selected paragraphs up and down.	



## Keyboard Shortcuts for Slide Shows



<b>Slide Show Controls</b>	
Try these keyboard shortcuts when running a slide show	
To	Press
Run a slide show from beginning	F5
Run a slide show from current slide	SHIFT+F5
Advance to the next slide	→, ↓, N, ENTER, SPACEBAR, PAGE DOWN (or click the left mouse)
Return to the previous slide	←, ↑, P, BACKSPACE, PAGE UP
Go to slide <number>	<number>+ENTER
Display a black screen, or return to the slide show from a black screen	B or PERIOD (press any key to return to the slide show)
Display a white screen, or return to the slide show from a white screen	W or COMMA (press any key to return to the slide show)
Stop or restart an automatic slide show	S
End a slide show	ESC, HYPHEN, or CTRL+BREAK
Erase on-screen annotations	E
Go to next hidden slide	H
Set new timings while rehearsing	T
Use original timings while rehearsing	O
Use mouse-click to advance while rehearsing	M
Return to the first slide	1+ENTER or press both mouse buttons for 2 seconds
Change the pointer to a pen	CTRL+P
Change the pen to a pointer	CTRL+A
Hide the pointer and button temporarily	CTRL+H
Hide pointer in 15 seconds	CTRL+U
Hide the pointer and button always	CTRL+L
Display the shortcut menu	SHIFT+F10 (or right-click)
Next hyperlink on slide	TAB
Previous hyperlink	SHIFT+TAB
Run selected hyperlink	ENTER (while hyperlink is selected)
Run mouse-over behavior of selected hyperlink	SHIFT+ENTER (while hyperlink is selected)
Help during slide show	F1

