

PowerPoint 2003 Shortcut Keys

Common Tasks

F6	Move clockwise among panes of normal view
SHIFT+F6	Move counter clockwise among panes of normal view
CTRL+SHIFT+TAB	Switch between Slides and Outline tabs of the Outline and Slides pane in normal view

Create and edit presentations

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

Move around in and work on 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
TAB in last row	Add a new row at the bottom of the table

Change or resize the font

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

Apply character formats

CTRL+T	Change the formatting of characters
SHIFT+F3	Change the case of letters
CTRL+SPACEBAR	Remove manual character formatting

Copy text formats

CTRL+SHIFT+C	Copy formats
CTRL+SHIFT+V	Paste formats

Align paragraphs

CTRL+E	Center a paragraph
CTRL+J	Justify a paragraph
CTRL+L	Left align a paragraph
CTRL+R	Right align a paragraph

Delete and copy text and objects

CTRL+BACKSPACE	Delete one word to the left
CTRL+DELETE	Delete one word to the right
CTRL+D	Duplicate object
CTRL+X	Cut selected object
CTRL+C	Copy selected object
CTRL+V	Paste cut or copied object
CTRL+Z	Undo the last action

Move around in text

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 text box
CTRL+HOME	To the beginning of a text box
CTRL+ENTER	To the next title or body text placeholder or insert new slide.
SHIFT+F4	To repeat the last Find action

Work in an outline

SHIFT+TAB	Promote a paragraph
TAB	Demote a paragraph
ALT+SHIFT+UP ARROW	Move selected paragraphs up
ALT+SHIFT+DOWN ARROW	Move selected paragraphs down
ALT+SHIFT+1	Show heading level 1
ALT+SHIFT+PLUS SIGN	Expand text below a heading
ALT+SHIFT+MINUS SIGN	Collapse text below a heading
ALT+SHIFT+A	Show all or collapse all text or headings
SLASH (/) on the keypad	Turn character formatting on or off
Show or hide a grid or guides	SHIFT+F9
Show or hide the entire grid	ALT+F9
Show or hide guides	CTRL+G

Select text and objects

SHIFT+RIGHT ARROW	One character to the right
SHIFT+LEFT ARROW	One character to the left
CTRL+SHIFT+RIGHT ARROW	To the end of a word
CTRL+SHIFT+LEFT ARROW	To the beginning of a word
SHIFT+UP ARROW	One line up
SHIFT+DOWN ARROW	One line down
ESC	An object (with text selected inside the object)
TAB or SHIFT+TAB	An object
ENTER	Text within an object (with an object selected)
CTRL+A (on the Slides tab)	All objects
CTRL+A (in slide sorter view)	All slides
CTRL+A (on the Outline tab)	All text

Working in Presentation Mode

number+ENTER	Go to slide <i>number</i>
B or PERIOD	Display a black screen
W or COMMA	Display a white screen
ESC	End a slide show
CTRL+P	Pointer becomes a pen
CTRL+A	Pointer becomes an arrow
E	Erase on-screen annotations
H	Go to the next hidden slide

