# PowerPoint 2010 Keyboard Commands

## Text Formatting

| To do this: | Windows Keyboard:  |
| --- | --- |
| Change Font | CTRL+Shift+F, then use up/down arrow keys, click Enter when done  |
| Change Point Size | CTRL+Shift+P, then use up/down arrow keys, click Enter when done  |
| Increase Font Size | CTRL+Shift+>  |
| Decrease Font Size | CTRL+Shift+<  |
| Bold | CTRL+B  |
| Underline | CTRL+U  |
| Italic | CTRL+I  |
| Superscript | ALT+CTRL+Shift+>  |
| Subscript | ALT+CTRL+Shift+<  |
| Plain Text | CTRL+Shift+Z  |
| Spelling Checker | F7  |
| Center Paragraph | CTRL+E  |
| Justified Paragraph | CTRL+J  |
| Left-Aligned Paragraph | CTRL+L  |
| Right-Aligned Paragraph | CTRL+R  |
| Change Case | Shift+F3 toggles selection through lower case, upper case, initial caps with each press of keys  |
| Create Hyperlink | CTRL+K |

Text Formatting

## Deleting and Copying

| To Do This | Windows Keyboard |
| --- | --- |
| Delete Character Left | Backspace  |
| Delete Word Left | CTRL+Backspace  |
| Delete Character Right | Delete  |
| Delete Word Right | CTRL+Delete  |
| Cut | CTRL+X  |
| Copy | CTRL+C  |
| Paste | CTRL+V  |
| Undo | CTRL+Z  |
| Create a copy of the text | CTRL+Drag |

Deleting and Copying

## Navigating in Text Blocks

| To Do This | Windows Command |
| --- | --- |
| Character Left | Left Arrow  |
| Character Right | Right Arrow  |
| Line Up | Up Arrow  |
| Line Down | Down Arrow  |
| Word Left | CTRL+Left Arrow  |
| Word Right | CTRL+Right Arrow  |
| End of Line | END  |
| Beginning of Line | HOME  |
| Paragraph Up | CTRL+Up Arrow  |
| Paragraph Down | CTRL+Down Arrow  |
| End of Text Block | CTRL+END  |
| Start of Text Block | CTRL+HOME |

Navigating in Text Blocks

## Navigating and Working With Objects

| To Do This | Windows Command |
| --- | --- |
| To Previous Object | TAB  |
| To Next Object | Shift+TAB  |
| Select All Objects | CTRL+A  |
| Drag and Drop Copy | CTRL+Select and Drag  |
| Create a Duplicate Object | CTRL+D  |
| Create another Duplicate with same offset as first Duplicate | CTRL+D, move new copy to desired location, then use CTRL+D repeatedly to create more copies |

## Outlining, in All Views

| To Do This | Windows Command |
| --- | --- |
| Promote Paragraph | ALT+Shift+Left Arrow or TAB from beginning of Paragraph   |
| Demote Paragraph | ALT+Shift+Right Arrow or Shift+TAB from beginning of Paragraph  |
| Move Selected Paragraphs Up | ALT+Shift+Up Arrow  |
| Move Selected Paragraphs Down | ALT+Shift+Down Arrow |

## Outlining, in Outline View

| To Do This | Windows Command |
| --- | --- |
| Collapse to Titles | ALT+Shift+1  |
| Expand Text under a heading | ALT+Shift+Plus  |
| Collapse Text Under a Heading | ALT+Shift+Minus  |
| Show All Text and Headings | ALT+Shift+A  |
| Display Character Formatting | Keypad / (numlock off) |

## Selecting, in Text

| To Do This | Windows Command |
| --- | --- |
| Character Right | Shift+Right Arrow  |
| Character Left | Shift+Left Arrow  |
| End of Word | CTRL+Shift+Right Arrow  |
| Beginning of Word | CTRL+Shift+Left Arrow  |
| Line Up | Shift+Up Arrow  |
| Line Down | Shift+Down Arrow  |
| Select All | CTRL+A or F2  |
| Select Any Text | Drag with left mouse button depressed  |
| Select Word | Double-Click  |
| Select Paragraph | Triple-Click  |
| Drag and Drop | Select and Drag  |
| Drag and Drop Copy | CTRL+Select and Drag |

## Working with Slides and Presentation Files

| To do This | Windows Command |
| --- | --- |
| New Presentation | CTRL+N  |
| Open a Presentation | CTRL+O, CTRL+F12  |
| Save | CTRL+S, F12  |
| Save As | F12  |
| Print | CTRL+P  |
| Find | CTRL+F  |
| Replace | CTRL+H  |
| New Slide  | CTRL+M  |
| New Slide like last one, no menu | Shift+CTRL+M  |
| Exit/Quit | CTRL+Q or ALT F4  |
| To move up a slide | Press up arrow |
| To move down a slide | Press down arrow |
| Move from Title to Text | CTRL+Enter  |
| Move from Body text to Title of Next Slide | CTRL+Enter |

## Working with Presentation Windows

| To Do This | Windows Command |
| --- | --- |
| Go to Previous Window | CTRL+Shift+F6  |
| Go to Next Window | CTRL+F6  |
| Size Presentation Window Unmaximize  | ALT+F5  |
| Maximize Application Window | ALT+F10  |
| Maximize Presentation Window | CTRL+F10  |
| Restore Presentation Window to Previous Size | CTRL+F5  |
| Put Presentation in its own Window | CTRL+F5 |

## Drawing & Formatting

| To Do This | Windows Command |
| --- | --- |
| Show/Hide Guides (toggle) | CTRL+G  |
| Switch from Normal View to Master View | Shift+Click Slide View Button  |
| Group | CTRL+Shift+G  |
| Ungroup | CTRL+Shift+H  |
| Regroup | CTRL+Shift+J  |
| Resize while Maintaining Proportions | Shift+Resize  |
| Resize from Center | CTRL+Resize  |
| Resize from Center while Maintaining Proportions | CTRL+Shift+Resize  |
| Rotate in 15 degree increments | Shift+Rotate tool  |
| Rotate from Corner | CTRL+Rotate tool  |
| Rotate in 15 degree increments from Corner | Shift+CTRL+Rotate tool  |
| Extend Line along same angle | Shift+Resize  |
| Make Straight Segment while Using Curve Tool | CTRL+ALT+click (using curve tool)  |
| Nudge object one grid unit | Arrow Key  |
| Nudge object one pixel | CTRL+Arrow Key  |
| Temporarily Release Grid/Guide Snap | ALT  |
| Create Multiple Guides | CTRL+Drag Guide |

## Controlling Slides in Slide Show

| To Do This | Windows Command |
| --- | --- |
| Go to Slide  | ENTER  |
| Black/Unblack Screen | B or Period  |
| White/Unwhite Screen | W or Comma  |
| Show/Hide Pointer | A or =  |
| End Show | ESC, CTRL+Break, Minus, END  |
| Erase Screen Annotations | E  |
| Advance to Hidden Slide | H  |
| Advance to Next Slide | Mouse Click, Spacebar, N, Right Arrow, Down Arrow, Page Down  |
| Return to Previous Slide | Backspace, P, Left Arrow, Up Arrow, Page Up |

## Getting Help & Programming Tools

| To Do This | Windows Command |
| --- | --- |
| Help | F1  |
| Menu and Dialog Explanations | Shift+F1  |
| Right Mouse Click without Mouse | Shift+F10  |
| Bring up Visual Basic Editor | ALT+F11  |
| Macro Recorder | ALT+F8 |