



PowerPoint Cheat Sheet

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Slideshow

Start presentation from first slide F5	Next slide or next animation Mouse click or space	Jump to a particular slide Type the slide number and press Enter	Jump to first slide Home	Jump to last slide End	Change pointer to a pen to draw on current slide Ctrl P	Show or hide ink markup Ctrl M	Change pointer to eraser Ctrl E	Change pointer to an arrow Ctrl A	Erase all on-screen annotations E
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Slideshow

Previous slide Backspace	Go to the next slide, if the next slide is hidden. H	Set new timings while rehearsing T	Use original timings while rehearsing O	Use mouse-click to advance while rehearsing M	Re-record slide narration and timing R	Stop or restart slideshow S	Jump to next link on slide Tab	Black out screen/ resume slide show B	Stop media playback Ctrl Q	Mute Alt U
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Editing slides

Font options Ctrl T	Increase font size Ctrl Shift >	Switch between outline and slide view Ctrl Shift Tab	Duplicate slide Ctrl D	Change case Shift F3	Promote / demote a paragraph in an outline Alt Shift ← or →	Move selected outline paragraphs up / down Alt Shift ↑ or ↓	Spellcheck F7
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Editing slides

Insert slide Ctrl M	Select next object on slide Shift Tab	Move object pixel by pixel Ctrl ← ↓ → ↑	Group / Ungroup selected items Ctrl Shift G OR H	Selects all text from the cursor to the start of the active text box Ctrl Shift Home	Selects all text from the cursor to the end of the active text box Ctrl Shift End	Show or hide grid Shift F9
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Universal

Select All Ctrl A	Copy Ctrl C	Cut Ctrl X	Paste Ctrl V	Undo Ctrl Z	Redo Ctrl Y	Print (not during slideshow) Ctrl P	Save Ctrl S	Switch between open windows Alt Tab	Help F1	Find Ctrl F
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