

# Microsoft PowerPoint



## Keyboard Shortcuts

Below are the most frequently used Keyboard shortcuts for PowerPoint.

To find out more shortcuts for specific actions click [PowerPoint Keyboard shortcuts](#)

### Frequently used shortcuts

Action	Keyboard Shortcut
Create new presentation	Ctrl+N
Add a new slide	Ctrl+M
Make selected text bold	Ctrl+B
Change the font size for selected text	Alt+H, F, S
Open the Zoom dialog	Alt+W, Q
Cut selected text, object, or slide	Ctrl+X
Copy selected text, object, or slide	Ctrl+C
Paste cut or copied text, object, or slide	Ctrl+V
Undo the last action	Ctrl+Z
Save the presentation	Ctrl+S
Insert a picture	Alt+N, P
Insert a shape	Alt+N, S, H



Select a theme	Alt+G, H
Select a slide layout	Alt+H, L
Go to the next slide	Page down
Go to the previous slide	Page up
Go to the Home tab	Alt+H
Go to the Insert tab	Alt+N
Start the slide show	F5
End the slide show	Esc
Close PowerPoint	Ctrl+Q

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