# Microsoft PowerPoint Power Point Icon

# Keyboard Shortcuts

Below are the most frequently used Keyboard shortcuts for PowerPoint. To find out more shortcuts for specific actions search Microsoft support.

(<https://support.microsoft.com/en-us/topic/use-keyboard-shortcuts-to-create-powerpoint-presentations-ebb3d20e-dcd4-444f-a38e-bb5c5ed180f4?ui=en-us&rs=en-us&ad=us>)

## 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 |

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| --- | --- |
| **Action** | **Keyboard Shortcut** |
| 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 |

## Index

Most keyboard shortcuts use a combination of keys to achieve the task. In each table we have included the keyboard shortcuts for the most relevant keyboard layout. Below is an index of the alternative keys between Apple and windows keyboards.

|  |  |
| --- | --- |
| **Apple/Mac Key** | **Windows Key** |
| Control | Ctrl |
| Option option key | Alt |
| Command (cloverleaf) ⌘ | Windows windows |
| Delete | Backspace |
| Return | Enter |

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