



PowerPoint keyboard shortcuts



Automatic save Save
Ctrl+C, X, V Copy, Cut, Paste
Ctrl+K Insert hyperlink
Ctrl+Z Undo
Ctrl+Y Redo
Ctrl+M Create new slide after currently selected thumbnail
Tab Move left to right through placeholders on a slide
Enter or F2 Select or edit the current placeholder
F2 End editing text in a placeholder
Ctrl+C Copy slide
Ctrl+V Paste slide
Ctrl+B Bold
Ctrl+I Italic
Ctrl+U Underline
Ctrl+L Align left
Ctrl+R Align right
Ctrl+E Align centered
Ctrl+↑ Move slide up one position
Ctrl+↓ Move slide down one position
Ctrl+Shift+↑ Move slide to 1st position
Ctrl+Shift+↓ Move slide to last position
← Move: Nudge shape right
→ Move: Nudge shape left
↑ Move: Nudge shape up
↓ Move: Nudge shape down
Ctrl+Shift+[..... Arrange: Send shape to back

Ctrl+[..... Arrange: Send shape backward
Ctrl+Shift+] Arrange: Send shape to front
Ctrl+] Arrange: Send shape forward
→ Right one character
← Left one character
Ctrl+→ Right one word
Ctrl+← Left one word
↑ Up one line
↓ Down one line
Ctrl+↑ Up one paragraph
Ctrl+↓ Down one paragraph
Home Beginning of line
End End of line
Ctrl+Home Beginning of placeholder or notes
Ctrl+End End of placeholder or notes
Shift+→ Right one character
Shift+← Left one character
Shift+Ctrl+→ Right one word
Shift+Ctrl+← Left one word
Shift+↑ Up one line
Shift+↓ Down one line
Shift+Ctrl+↑ Up one paragraph
Shift+Ctrl+↓ Down one paragraph
Shift+Home To beginning of paragraph
Shift+End To end of paragraph
Shift+Ctrl+Home To beginning of placeholder or notes

